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| SexMale | D.O.B 21/01/1981| Nationality Pakistani| Marital status Married l | |

**Personal Profile**

I am a highly motivated, hardworking and driven professional with a passion for excelling at the challenges I am faced with. I am an experienced business professional with a keen eye for detail and organization. I have excellent analytical skills and commercial awareness and I am ever ready for a new challenges.

**Education & Qualifications**

MBA (Master of Business Administration) 2006

Comsats Institute of Information Technology Lahore Pakistan

B.Com (Bachelor of Commerce)

University of The Punjab

**Career History**

**Recruitment Process Outsourcing (RPO) Consultant (2010-Present)**

**Jobs in Medical (JIM) Kent UK**

JIM UK & JIM Global deals in medical recruitment sector of UK and Australia. I am working as their RPO consultant since 2010. I am managing a team of Recruitment process Outsourcing (RPO) Executives. Since 2010 we have managed a pool of 215000 CVs and most of them are for medical recruitment sector of UK market. Our main clients are UK leading Hospitals and Care Homes like Bupa, Sunrise HC-One and Nuffield .Main job titles on which we are working for our clients are GP, Nurses and Home Managers. We were doing following duties on regular basis

* **CV Formatting:** Ensuring that your candidate’s CVs is highlighted so that it reaches the target hiring manager.
* **Sourcing:** We Source candidates through active and passive database as per client’s requirements
* **Database Maintenance:** Updating records, checking for missing information, verifying records of candidates.
* **Indexing:** Converting scanned images into text information as per client’s requirements.
* **Data Cleaning:** Flushing unwanted, corrupt and duplicate information so that reliable information is available for the client regularly.
* **Job Postings**: we post current openings of our different clients onto different job boards as per client instruction.

We are also into business development for our client along with coaching new recruiters for searching and sourcing new candidates for our clients. We also working for this company to build up and maintain the database of different sectors of UK market like Legal, Housing and Dental as well. We provide complete resume sourcing and screening solution for our client. This includes CV sourcing from online Job boards mining in-house databases, search engines. We identify “active candidates” from job boards and internal candidate database and furnish for clients with their credentials. We mainly used these sites www.cvlibrary.co.uk and www.jobsite.co.uk to source CV for our clients. Our back-office operations services make it easy for the recruiters to focus on strategy building and other core activities. It also reduces the operating cost of employing a dedicated staff for database maintenance and such other activities.

**Business Development Consultant (2015-Present)**

**TEEX (Technological-Expansion) Pakistan**

**Pakistan**

I am working as Business Development Consultant mainly into finance sector for TEEX Pakistan. Teex Pakistan is part of Teex Spain. Teex is EPC, turnkey or BOT contractor and investment partners in any viable project. Teex can Provide Banking Instrument financing against client bank guarantee in private sector, for government project they need sovereign guarantee. We arrange Funding using Bank Instruments, so basically if clients need to have the funds in place to procure the Bank Instruments. We can provide the Instrument, and monetize it, too, ONE STOP, if client have the funds required to procure the Bank Instrument.

My responsibility is to get new client with feasible projects who can meet the terms and condition of financing procedure of Teex. Current Assignment is to arrange finance for Bangladesh based following projects. I am also doing marketing for Teex Housing construction technique of LGSS (Low Gauge steel Structure) to get contract from different private, government housing and commercial projects. It is low cost, fast and earthquake proof technology.

**International Trade Consultant (2007-2010)**

**International Trade Impex**

**Pakistan**

I started my career as an independent International trade consultant. I represented Chinese trading companies in Pakistan to market their products. I used to work as export agent for rice and cement companies to bring international export Clients. I also represented China Armco Metals Zhengzhou China to source Chrome, Iron and Copper ores from Pakistan and Iran. I have good working relationship with UK, UAE and German based companies which are mostly into commodities sourcing business. Main responsibilities were as under

* Working independent as commodities souring consultant
* Products Includes Minerals, Agriculture and Industrial
* Prime responsibility is to bring buyer and seller closer
* Requirements understanding of Clients for making inquiry to Suppliers
* Getting offers from suppliers and making comparisons
* Presenting best offer to Clients
* Maintains good working relations with Supplier and Buyers

**Interests**

Watching & reading international news to get updates about International political and business relations of different countries. It helps me to understand current and upcoming scenarios of world economy. I love to walk everyday and sing occasionally for my friends. I have specialty of maintaining and improving relations with my childhood’s friend from last 30 years.