

IRFAN JAVED

HR Manager

DOB: 18-04-1988

Marital Status: Married

Gender: Male



☎ (+92) 331 66 10 573

✉ javedirfan440@gmail.com

📍 Sialkot, Punjab, Pakistan

ABOUT ME

Results-driven HR Manager with 13 years of experience in talent acquisition, employee relations, and performance management. Proven ability to align HR strategies with business objectives, foster a positive work culture, and ensure compliance with labor laws. Skilled in leadership, training & development, and optimizing HR operations to support organizational growth.

EDUCATION

● **MS/MPhil (Master of Science) – Management | 2025**

University of Management and Technology, Pakistan

● **PDG – TEFL (Teaching English as a Foreign Language) | 2018**

Allama Iqbal University Islamabad, Pakistan

● **B.Ed (Bachelor of Education) – Teaching License | 2015**

University of Punjab, Pakistan

● **MBA – HRM (Human Resource Management) | 2013**

Virtual University of Pakistan

● **B.Com (Bachelor in Commerce) | 2009**

Punjab University, Lahore, Pakistan

● **D.Com (Diploma in Commerce) | 2007**

TEVTA, Pakistan

● **Secondary School Certificate – Computer Science | 2005**

Board of Intermediate and Secondary Education Gujranwala, Pakistan

WORK EXPERIENCE

HR Manager | Tenure: 10/2016 – Till Today

Army Public School and College Sialkot, Pakistan

- **Recruitment & Staffing:** Managed talent acquisition, job postings, and interviews.
- **Onboarding & Training:** Conducted employee orientation and skills development programs.
- **Employee Relations:** Resolved grievances, fostered a positive work culture.
- **Performance Management:** Oversaw performance evaluations, set goals, and development plans.
- **Compensation & Benefits:** Administered salary structures and employee benefits.
- **Legal Compliance:** Ensured adherence to labor laws and company policies.
- **Policy Development:** Developed and updated HR policies and procedures.
- **Workplace Safety & Wellness:** Managed safety protocols and wellness initiatives.
- **Strategic HR Planning:** Aligned HR strategies with organizational goals.

HR Coordinator | Tenure: 2011 – 2016

Kumsung Dental Mirror Sialkot, Pakistan

- **Recruitment Support:** Assisted in job postings, screening, and interview scheduling.
- **Onboarding:** Coordinated new hire orientations and documentation.
- **Employee Records:** Maintained and updated HR databases and personnel files.
- **Benefits Administration:** Supported in managing employee benefits and insurance programs.
- **Employee Relations:** Assisted with resolving employee queries and issues.
- **Compliance:** Ensured adherence to HR policies and labor laws.
- **HR Reporting:** Generated reports on HR metrics such as attendance and turnover.
- **Training Coordination:** Organized training sessions and tracked employee development.

PROFESSIONAL TRAININGS

- **RELO US Embassy**– English Language Teaching Workshops
- **LEAD**-Leadership Education and Academic Development Course
- **SDCC**-Staff Development Certificate Course
- **PEACH TREE**
- **TALLY**

PERSONAL QUALITIES

- Warmth and good sense of humour.
- Excellent Teaching and Communication Skills.
- Passion for Teaching
- Flexibility & Enthusiasm
- Empathy with all stakeholders, Parents, Teachers and Students.

COMPETENCY PORTFOLIO

- | | | |
|-----------------------------------|---------------------------|--------------------------|
| • Public Speaking | • Leadership & Management | • Active Learning |
| • HR Strategy & Planning | • Training & Development | • Detail Oriented |
| • Recruitment & Talent Management | • Interpersonal Skills | • Problem Solving Skills |
| • Relationship Building | • Employee Relations | • Presentation Skills |
| | • Performance Management | • Team Collaboration |

COMPUTER SKILLS

- Microsoft Office (Word, Excel and PowerPoint)
- Online Teaching (Zoom, Google Meet)
- Fast Typing Skills
- Uses of Software like Canva

HOBBIES AND INTERESTS

- Updated with Technology
- Learning New Things
- Reading Books
- Sports and Exercise
- Traveling

LANGUAGES

- English (Fluent)
- Urdu (Native)
- Other Local Languages

REFERENCES

- Shall be furnished on demand