

Malik Nadir

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PROFESSIONAL SUMMARY

Experienced, Self-motivated, and strong ethics-oriented HR & Admin professional with 5+ years of Industry experience managing human resource and Admin functions and working to implement programs and changes that enhance company culture. Bringing forth a proven track record of successfully managing Human Resource efforts to work towards company goals.

CORE COMPETENCIES

- Talent Acquisition
- Talent Management
- Employee Counseling
- Recognition & Rewards
- Employee Engagement
- Employer Branding

PROFESSIONAL EXPERIENCE

SAPPHIRE SAPPHIRE Retail Limited Head Office, Lahore

January 2024 – till date

Senior Executive HR

Key Responsibilities:

- Lead the full-cycle recruitment process, including CV screening, candidate shortlisting, interview scheduling, and offer rollouts, ensuring a smooth and timely hiring experience.
- Maintain and update recruitment trackers, dashboards, and documentation such as interview evaluations and offer and appointment letters.
- Support onboarding and orientation processes for new hires.
- Maintain and update employee records in HR databases.
- Address employee queries related to HR policies and benefits.
- Key talent acquisition partner responsible for building best-in-class talent bench for Executive Sales, VM Executives, Store Managers, Floor Managers, ASMs and RSMs, Perfume Specialists etc.
- Recruit and hire for new opening stores (Safa Gold Mall, F-10 Store, Centaurus 2, Mall of Islamabad Dolmen Mall Lahore, Mall of Pindi).
- Maintain contact network for passive candidate sourcing.
- Conducted nationwide retail staff trainings on Code of Conduct, Customer Service, Decibel & VM.



KARAF Hypermarket Pvt Ltd, Islamabad

August 2023 – January 2024

Key Responsibilities:

HR & Admin Executive

- Looking for full-cycle recruitment for retail staff.
- Key talent acquisition partner responsible for building best-in-class talent bench for Sales Associates, Department Managers, Security Staff, Customer services staff, Floor Managers and Team Leaders etc.
- Recruit and hire for new opening store at Wah Cantt.
- Doing administrative tasks like office management and coordination with the vendors.

SAPPHIRE SAPPHIRE Retail Limited Head Office, Lahore

March 2020 – February 2023

Senior Officer HR

Key Responsibilities:

- Looking for full-cycle recruitment for retail staff.
- Maintain contact network for passive candidate sourcing.
- Recruit and hire for new opening stores (Gujrat, Faisalabad, Rawalpindi Saddar, Rahwali Cantt)
Create and disseminate job advertising to various social media (LinkedIn, Rozee. pk, Indeed).

