

Careers In Pakistan

A Career Advisory By ROZEE.PK in Partnership With Jang Group

Pakistani Job Market In High Gear

By: Aisha F.Sarwari

Nobody expected Pakistan's economy to be the biggest turnaround story of the decade, but according to a recent market research report by CLSA, economic growth has accelerated to 7% this fiscal year. However, this growth puts emphasis on the need to hire more people to meet the new needs of the economy.

All this is of course good for Pakistani citizens as new and steady careers mean a regular inflow of money and a better quality of life. Unfortunately for employers in Pakistan, the growth is not all good news as they struggle to meet the increased demand in hiring. At least three different reasons can be pointed out for this problem.

Employers are not responsible for the first two reasons, which are: shortage of a quality talent pool and failure of educational institutions to meet growing industry demand. Though the third reason is one they can do something about. They can replace reliance on traditional and inefficient means of recruitment with cutting-edge online technologies.

World Bank supported data shows that firms in Pakistan suffer from increased cost-to-hire and time-to-hire because they adhere to the traditional recruiting methods. This very recent report outlines inefficiencies in the talent market compared to other Asian countries adopting latest recruiting methods.

Employment is a pivotal factor in making Pakistan the success story of Asia, which largely depends on how cutting-edge the Human Resource infrastructure is and how accessible hiring tools are to the employers.

Building brighter futures.

Beginning from zero-market share, ROZEE.PK, Pakistan's premium recruiting site now holds the largest employer user-bank covering industries from FMCG and Banking to IT & Telecom. Employers flock to ROZEE.PK not only to adopt the speed and flexibility that the Internet provides but also the expertise behind the website to resolve the challenges of Pakistan's human resource market. ROZEE.PK does this through well-packaged products such as the CV Search Engine which allows employers a Google-type search into

the 300,000 plus resume database of quality pre-screened candidates, Hot Jobs that guarantees employers prime placement on the site's main page, Power Tools that encompasses the entire HR workflow, and many others.

It is for this reason that ROZEE.PK is positively well-placed to hold job-fairs by bringing together historical numbers of employers and jobseekers on a single platform. Just from a single such event in Lahore's Fortress Expo Center last year, ROZEE.PK provided jobs for over 2,500 of the 23,000 job-fair attendees.

This is ROZEE.PK's 3rd annual job fair in partnership with The Jang Group, Pakistan's largest media powerhouse which reaches 20 million Pakistanis in one day. This one-of-a-kind exhibition is expected to attract over 100,000 jobseekers in Pakistan's three major metropolises: Lahore (March 18th), Islamabad (April 1st) and Karachi (April 8th).

The need for human capital is urgent and over 200 of Pakistan's leading employers will participate in 2007. This year's National Sponsors include Mobilink, UBL, Motorola, Standard Chartered, Ovex Technologies and Microsoft, while Local Sponsors in different cities include Habib Bank Limited, PITB, NCR Teradata, The Resource Group, Pakistan Cement Company Limited (PCCL) and GlaxoSmithKline (GSK). In addition to sponsorship, a lot of companies have opted for exhibitor booths as they successfully did last year, such as Telenor, Systems Limited, Ufone, Netsol, Maersk, Osim and Haleeb Foods. This multi-city mega event will also be attended by many of the IT member companies of PASHA.

Many of the employers surveyed at the fair said that companies are eager to hire at ROZEE.PK's fairs due to the higher quality of education that applicants display. Pleased with the quality of previously hired ROZEE.PK candidates at fairs they want more, as evident by the fact that 98% of all previous employers have participated again this year.

ROZEE.PK Job Fairs directly boost the corporate sector by enabling employers to eliminate hiring bureaucracies and promote

merit amongst jobseekers by sourcing more choices to jobseekers and employers. At the end, both the workforce as well as the corporate sector is more empowered through the fair.

ROZEE.PK job fairs are becoming a common means of bulk and batch recruiting, and though 53% are at the entry level, 29% are still at upper management levels given the higher quality pool that ROZEE.PK attracts. Leading brands, such as UBL, Unilever and McDonalds Pakistan choose ROZEE.PK to recruit fast-track MBA's for their Trainee Management Programs. For the corporate recruiter, the fair offers an opportunity to reach interviewing terminal velocity -- the highest possible number of prospects in the shortest amount of time.

Although many students and professionals expect that job fairs provide a "freebie" opportunity to meet with hiring employers, they must realize that unless they do their homework, they will end up wasting time. With employers sizing up candidates quickly, based on appearances and first impressions, a lax candidate will be easily outwitted. Job fairs have a set of rules and protocols of their own. You must understand how to effectively work within the system to double your productivity and effectiveness.


The Future Is Here

4.4 million new jobs have been generated between 2004 and now. The Labor Force Survey 2006 further predicts creation of new jobs as unemployment is expected to be lowered to an all-time low of 6.5% down from 7.7% in 2004.

In the coming years, the demographic surge of a young educated workforce will substantially increase in the potential labor force; almost 70% of the population is below the age of 22 in Pakistan. The time is now to employ latest tools to target this young segment that is quite at ease with the Internet and technology.

ROZEE.PK's online hiring tools and its job fairs seamlessly fit to enhance employment opportunities that are needed to keep the significant demographic bulge in control.

rozee.pk job fair 2007

in partnership with  The Power to Reach People



LAHORE:
Sunday, March 18th,
Fortress Expo Center



ISLAMABAD:
Sunday, April 1st,
Marriott Hotel



KARACHI:
Sunday, April 8th,
Expo Center

Job Fair Success Tips

By: Abidoon Nadeem

ROZEE.PK job fairs provide a tremendous opportunity for you to meet many employers who are all in one place to hire new employees. Your job is to convey to the HR manager why you are the best candidate from the thousands that s/he will talk to that day and why you must be invited to a follow-up interview later on.

The following tips are meant to help you get the most out of the job fair:

Before the Job Fair:

- Create a professional looking CV (use ROZEE.PK's CV Wizard to help you build a winning resume, visit www.rozee.pk/cv-new.php)
- Prepare a 30 second sales pitch to sell yourself to the interviewer present at the event
- Practice interviewing techniques (see relevant article on the following pages)
- Know what companies will be present and pick your favorites (visit www.rozee.pk/jobfair/ to get details on the companies participating in the event)
- Bring enough copies of your CV
- Dress professionally for the event

At the day of Job fair:

- Arrive early to the job fair in the morning
- Familiarize yourself with the hall map and employer booths
- Expect chaos. Job fairs all across the world are, by their very nature, highly trafficked events where thousands of job seekers visit employer booths in a limited amount of time.

- As you visit booths and speak to employers, take their business cards with you
- Expect to wait in long lines in front of booths. That is why it is important to pick favorite companies out of the numerous that will be there
- Expect tough competition from other job seekers vying for same positions
- Demonstrate a positive attitude and be courteous at all times
- Do not flirt or ask the interviewer any personal questions
- Do not ask about salary, this will come later at the follow-up interview

After the Job Fair:

- Write a thank you note. Follow-up with the employers you spoke with and whose business cards you have
- Continue to visit www.rozee.pk to be on the lookout for more job opportunities

Getting The Job Of Your Dreams: How To Nail That Interview!

By: Amer Qureshi

There is no denying that there is intense competition among new graduates in Pakistan to land that dream job. Employers are in a lucky position to be able to choose from a large number of competent people. Most of these people could probably do well in that job, yet only a handful will be given the chance.

It doesn't matter how smart you are, or what your grades at university were like. Even after you have made a winning resume, there is still one big hurdle you have to overcome, which is the interview.

I know, you think its not fair that someone is going to pass judgement on your ability to do the job, all in the space of a few short minutes, after you have spent years undertaking studies and preparing yourself for your dream job. How unfair, you think!! That may be so, but accept it because that is how it is.

Welcome to the real world. Life is not always fair, the playing field not always level; but we have no choice, we must overcome these obstacles and succeed despite them. This is the real challenge and *ishee main hai maza*.

Getting back to the

interview, you need to do well in it to ever have a chance of getting the job that you want. So stop complaining and start preparing is the first bit of advice for you to consider.

Preparation, preparation and more preparation!!!

Now just imagine for a minute that you are going to meet the woman or man of your dreams. You will go to no end of trouble to find the right clothes; your hair will be perfect and you may even buy flowers to make the right impression! You will also seek advice from friends and family about your outfit. You will think long and hard about your opening lines and throughout the meeting you will be on your best behaviour. You get the idea.

When it comes to meeting employers and making a lasting impression, it is no different. You need to start with the right preparation. Here are a few things you must do:

Research the company

Find out everything about the company, their products and services, who is on the board, their strategy, their competition. Speak with people who work in the industry, check out the annual report, find out what are the market

trends. You need to make a serious effort to get to know the company. Treat it like a mini research project for a university course. One more thing, just watching TV commercials of the company is not what I would call preparation.

Dress for Success

Look like the professional that you are aspiring to be.

you are comfortable with, but look professional. It's often hard to know what is appropriate, so ask a few friends, mix and match.

What to say

Okay, now you have arrived at the destination and walked into the interview. You are nervous; relax, its only natural. Don't be overwhelmed by

relaxed as they assess your personality and then, as you progress to the next stage, the interviews may become more formal and technical. So be prepared for anything.

Now having done so much research and preparation, this is your moment to shine!!

company?

I need a job.

Remember all that research you did before the interview, this is the time to use it. Let's see how we could improve on the above. I am not suggesting that you make up things, but its all about how you express yourself.

Q: So what's your favourite past time?

I enjoy a variety of things, reading books, travelling and playing tennis. When I was at the university I was also involved with the volunteer society and I have kept that involvement going. In fact I was happy to learn that your company supports some of the well known charities and encourages its employees to donate their time to these organisations. (Don't assume that if something is mentioned on your CV, you don't have to talk about it in the interview)

Q: Why are you applying for a position in our company?

I am very interested in this industry, I find it fascinating. I have been following your company's progress in recent times and I am very impressed with the way it conducts its business. There is an

emphasis on corporate social responsibility on one hand, but still delivering excellent returns to the shareholders

Well, you know when I first started attending campus interviews, I did not do so well either. Often

YOUNG PROFESSIONALS DEVELOPMENT PROGRAMME

ROZEE.PK is pleased to present free workshops during the job fair to help you search for your your dream job.

Come and learn from the experts including Amer Qureshi, Australian Chartered Accountant, TV presenter and international author.

- Always be on time
- Switch off the mobile phone
- Watch the body language — your posture, gestures etc.
- Even if it is the 20th interview you are attending, be enthusiastic, this could be your dream job
- Ask questions about the company, the position, training opportunities
- Talk about your achievements at university, the extra curricular activities
- Speak in your preferred language. Don't insist on speaking in English if it's not your strong point
- Think about your career options and make sure this is what you want

First impressions count. For men it's much easier, a safe option is a suit, navy blue or grey with a well thought out tie and shirt. Remember, it needs to be understated - this is not a fashion show that you are going to. I wouldn't even try and offer advice to the ladies about what to wear, except to say that it's not a wedding, nor a funeral. Wear what

the occasion or the serious looking people sitting on the other side of the table. They also started like you are trying to, think positively. The interviews can range from the extremely formal panel interviews to a more relaxed chat session. Different companies employ their own unique approach. Sometimes initial interviews may be

Answer the questions confidently, and not with one liners. Here are examples of what not to say...

Q: So what is your favourite past time?

Watching TV

Q: Why are you applying for a position in our

on the other. I noticed from your annual report that your net profit after tax increased by 25 percent this year. I also like your Professional Development Programme for your staff and your commitment to ongoing training.

So now think about if you were sitting in the interviewer's chair, which answers would grab your attention? Remember, coming up with these responses under pressure takes a lot of practice. Practice with your friends and family, practice in front of the mirror, make videos of yourself and review them. You know those lines that Hollywood actors say out so easily on screen, it actually takes many many attempts to deliver those. Lots of coaching from the director, rehearsing and re-takes before people like us get to see it on screen.

So how come I know so much about this stuff?

not getting to the second interview. I did eventually get a lucky break, got my first job and never looked back. I have interviewed many people over the last twenty years, both overseas and in Pakistan, for all sorts of positions, many of whom could have benefited from this advice also.

Finally, good luck, follow your dreams and passion. Put your best foot forward, the whole world awaits you!

The author is an Australian Chartered Accountant, Business Advisor and the author of three international books. He is the Managing Director of Q Consulting and Training and the host of a weekly TV show. www.amerqureshi.com and www.q.com.pk



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Employer Spotlight
Mobilink



Mr. Syed Zulfiqar Ali
Head of Staffing and Compensation

Syed Zulfiqar Ali is a man with an interesting and varied job. To put simply, he is always searching for talent for his company, Mobilink. A graduate of Quaid-e-Azam University, he gained experience in other organisations, before discovering his real passion for HR. He joined Mobilink in 2004 and was later promoted to his current position. He is a keen reader of Islamic world's and Pakistan's religio-political history. Some of his leisure time is also spent in sketching and, occasionally, walking his dog.

Amer Qureshi, spoke to him about Mobilink and about how young graduates can improve their chances of securing a position with one of Pakistan's leading employers.

Q: What are the three key things that you look for in prospective employees?

- Positive attitude
- Ability to express ideas
- Strong drive/energy to make positive impact

Q: What are the three common mistakes that you find on resumes sent to you?

- Inappropriate format or unprofessional layout
- Too wordy – focus is lost
- Missing dates

Q: How should candidates prepare for an interview with your company? What style of interviews do you conduct – formal, informal, one to one or group interviews?

- Preparation should be fairly simple, candidates need to be well versed with the background/business of the company/group and be dressed up appropriately
- Depending on the position we use all three interview styles

Q: You must conduct a lot of interviews and come across a lot of people, tell us about one of the more interesting interviews you have been involved with?

Before an interview I found that one of the candidates had neither a surname nor forename. This was one occasion where my curiosity really got the better of me and I brought it up during the interview. The candidate wore a deathly somber expression and here is how the interview went:

Z: So Wali, tell me how do you write your full name?

Wali: Wali

Z: And....

Wali: Wali

Z: So its Wali Wali

Wali: No its just Wali

Z: So you don't prefer to use your family name?

Wali: Its not a matter of preference but a choice that I have made

Z: Ah, and er... no forenames

Wali: Will my getting hired depend on it!?

Q: How much importance do you place on extra curricular activities while selecting new recruits?

We assign significant weightage to extra curricular activities. It actually tells us about the candidates' overall outlook on life, gives a reflection of their personality and also helps us determine what motivates them.

Q: Does your company encourage/facilitate further education after gaining some work experience, for example an MBA?

We have an Education Assistance Program designed to encourage part time education both at diploma and degree levels. Employees also have access to an elaborate development program that offers opportunities of short term training programs in leading schools both locally and overseas.

Q: What do you like most about working with your company?

The freedom! If you can sell a solution to the management you can make it happen and own it too!

Q: Do you undertake any personality or psychological testing of the candidates?

Yes, we use tools developed by Thomas International and locally developed psychometric tests.

Q: If I were working for your company, what would I need to do to get fired?

Breach of confidentiality, disciplinary offence, insubordination without a valid reason.

Q: How have you found recruiting staff through the Internet?

- Efficient
- Convenient
- Global

Q: Have you found the ROZEE.PK job fairs beneficial in recruiting staff in the past?

We got a significant number of candidates from the last job fair.

Job Fair
Event Management By:

Tel: 042.667.7196
Mobile: 0321.841.2030
info@evenementonline.com
www.evenementonline.com

Employer Spotlight
United Bank Limited



Mr. Ayaz H. Shamsi
Group Executive
Human Resources

Ayaz Shamsi is a Law graduate with over 30 years of experience in the field of managing human resources. He held a number of senior positions prior to joining UBL, the most recent being with GlaxoSmithKline as the Director Human Resources & Organizational Development.

Ayaz is an enthusiastic orator and has been a guest speaker at various forums. A doting father of two sons, he counsels and encourages the youth to seek challenges in all aspects of life.

Q: What are the three key things that you look for in prospective employees?

- A clear understanding of the business and its functions
- Confidence, personal grooming, and leadership quality
- Individual's potential to grow with the bank

Q: What are the three common mistakes that you find on resumes sent

to you?

The most common mistakes found on a resume is a lack of attention given to the basics; such as, proofreading, updated contact information, and experience & education in their sequential order with the most recent first. Another aspect is that first impressions are always important, thus the formatting and presentation of a resume should be paid much importance. Finally, often time we notice that there is either too much information given on a resume or conversely, not enough at all. A balance needs to be maintained in the detail given, with only relevant information presented.

Q: How should candidates prepare for an interview with your company? What style of interviews do you conduct – formal, informal, one to one or group interviews?

The set of interviews conducted by us are varied, anybody coming in for an interview should be ready for that. Largely our interview style depends on the position itself. Also, interviews for entry to mid-level positions are more formal whereas interviews for senior positions are more informal. It is important for anybody coming in for an interview to have knowledge about the banking industry in general and a little about UBL as well. Moreover, it is important for the interviewee to know who they are meeting and where. A lot of times

interviewees forget who they were supposed to interview with.

Q: How much importance do you place on extra curricular activities while selecting new recruits?

Importance is given to extra-curricular activities. At the end of the day we want to have a well rounded team and promote a culture where a good work life is supported equally by leisure and extra-curricular activities.

Q: Does your company encourage/facilitate further education after gaining some work experience, for example an MBA?

As part of our learning culture, we do encourage our people to attain further education as well as other means for professional growth.

Q: What do you like most about working with your company?

Working with UBL has been a very challenging and rewarding experience. The opportunity to implement change in such a large organization and being a part of a team of dynamic individuals as change agents has been very exciting.

Q: Do you undertake any personality or psychological testing of the candidates?

We don't perform any formal personality or psychological tests on

interviewees. However, our HR Managers are experienced individuals that can assess personality types quite accurately through the various interviewing techniques used.

Q: If I were working for your company, what would I need to do to get fired?

This is a good question, however morbid it may sound. Many factors can lead to termination, such as, fraud, forgery, unethical behavior, sexual harassment, or continuous poor performance coupled with the lack of a desire to learn.

Q: Have you found the ROZEE.PK job fairs beneficial in recruiting staff in the past?

UBL took part in the ROZEE.PK Job Fair last year and we got a tremendous response from the public. We met very talented individuals that we later took on board. We managed to gather over 3000 CV's that have come in very handy for us in recruitment over the past year.

Q: How have you found recruiting staff through the Internet?

Recruiting over the Internet has allowed us to save a lot in terms of time and cost without compromising on the quality of our process.

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Information Technology Boom Creates Hot Job Opportunities

By Nadeem Malik

"Over the last couple of years, the IT sector has been growing at a tremendous pace, with an average growth of around 50% per annum. Pakistan's global IT revenue should reach almost US \$9 billion by the end of FY 2009-2010 at these growth rates", says Yusuf Hussain, Managing Director of the Pakistan Software Export Board (PSEB). The Pakistani economy has been on a constant growth path for past few years or so since the liberalization process was set rolling. With the recent stellar performance of the emerging Telecom industry and constant growth of the ICT industry, the economy has continued to remain on the upswing hitting 8% GDP Growth.

Pakistan Software Houses Association (PASHA).

In fact, 20,000 IT graduates are produced each year of which only 2,000-3,000 meet the quality expectations of the industry. Experienced IT professionals are consequently seeing their salaries rise steeply, as the laws of supply and demand shake up the software industry. According to Lutfullah Khan, Chairman and CEO of Autosoft Dynamics (Pvt) Limited, "We've seen salaries at our company rise by 300% over the last three years."

Currently, about 24,000 professional are employed by Pakistan's software industry. By 2010, PSEB is projecting a need for over 235,000 professionals to fill information technology jobs. To help address the human capital problem faced by the IT industry, the Punjab Information Technology Board (PITB) is providing 50%-80% subsidies in its demand based training program. This program provides much needed training in hot skills such as project management, ERP software, business process re-engineering and open-source technologies. Chairman of PITB, Rizwan Amin Sheikh notes, "The Punjab government is proactively responding to the increased demand for IT professionals by providing demand based training and state of the art infrastructure like software technology parks."

Although software houses are not thrilled about the supply shortage of talented engineers and the sky-rocketing salaries, information technology professionals are seeing unprecedented opportunities for career growth. ROZEE.PK, one of Pakistan's leading job portals, reports that almost one hundred new information technology jobs are posted on its website each day. Many new foreign companies are opening or acquiring companies in Pakistan to solve the global demand for IT talent.

Recently, Rana Saad's Aqel Group out of Islamabad was scooped up in an acquisition by Mondo A/S, a Danish/OMX public listed company. Aqel Group was working as an offshore development center for several Danish and Scandinavian companies. "The success of our Scandinavian projects led to Mondo A/S wanting a deeper relationship with us. The increased commitment of Mondo A/S to Pakistan means more hiring pressure for its new local subsidiary", says Rana Saad.

Similarly, Irfan Virk, President of Cambridge Docs Pakistan moved to Lahore from Boston to set-up a lower cost engineering team for his company. Their expertise and operational efficiencies were soon noticed by Document Sciences Corporation (NASDAQ: DOCX) from Los Angeles, California. Document Sciences announced its acquisition of Cambridge Docs in February 2007. Irfan explains, "Our close proximity to their China subsidiary, coupled with our expertise in XML document management, made Cambridge Docs

an attractive acquisition for Document Sciences Corporation". Irfan now manages the Pakistan team for Document Sciences Corporation. He is projecting a rapid hiring ramp for the Pakistan operations to feed the global requirements of Documents Sciences.

Foreign venture capital companies are also beginning to see beyond Pakistan's geo-political risk perceptions. In January 2007, ATA Ventures and Innovacom announced their participation in a USD \$5.4 Million funding round for Pixsense, a mobile content infrastructure company with its major development operations in Karachi. Pixsense is using the money to increase its headcount in Pakistan. According to Adnan Agboatwalla, Pixsense's Chief Operating Officer, "We are aggressively hiring. Aside from placing job ads on ROZEE.PK and in newspapers, we are looking at job fairs to help with our recruiting needs for skilled software engineers".

As Pakistan's graduates explore career choices, the country's information technology boom must be considered. Lucrative and exciting career options that were previously not accessible to software professionals are now in abundant supply. There has never been a better time to be part of Pakistan's information technology revolution.

Nadeem A. Malik is CEO of nAxis.com and the Vice President of the Pakistan Software Houses Association. (PASHA). PASHA is the trade body representing Pakistan's IT industry with over 150 the country's leading information technology companies under its organizational umbrella.



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to learn:

We look for enthusiastic individuals with positive attitude because those candidates tend to show more initiative and are more likely to go the extra mile. We prefer candidates who demonstrate the potential to grow with the bank.

Work ethics & integrity:

A professional attitude and work ethics are critical in any business setting. We look for candidates that demonstrate dedication and commitment to the bank and their career, integrity, sound business judgment, strong customer focus, reliability and a keen sense of bringing excellence into their work place.

Interpersonal skills:

We evaluate emotional intelligence (High EQ) and the ability to get along well with peers, colleagues and customers which play a vital role in the future success of the candidate on job.

Q:What are the three common mistakes that you find on resumes sent to HBL?

Lack of focus:

CVs are not developed targeting a particular job in a particular industry. The best CV's are the ones customized for a specific vacant position.

Poor formatting:

The CV will get no more than a cursory glance if the formatting is poor, it shows bad planning and poor organization. The format should be professional,

4,500

EMPLOYEES

30

LOCATIONS

9

TIME ZONES

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THE RESOURCE GROUP

The ICT Industry is growing at the rate of 43% (2004-05). Skilled HR is vital ingredient of ICT industry and a backbone of our knowledge economy. With the current increase in demand "educational institutions cannot produce enough IT graduates to satisfy the needs of the industry", says Ashraf Kapadia, President of the

business process re-engineering and open-source technologies. Chairman of PITB, Rizwan Amin Sheikh notes, "The Punjab government is proactively responding to the increased demand for IT professionals by providing demand based training and state of the art infrastructure like software technology parks."

HBL

Jahan Khwab, Wahan HBL

"I'm Younus Khan and I am a part of HBL"

The champion of street cricket in Mardan dreamt of far greater glory - playing for the country at the World Cup. The dream seemed too far away, but there was one voice that encouraged him to dream further. That voice was of HBL.

Younus Khan's story is just one example of the countless lives that HBL has touched. With more than 1400 branches across the nation and our presence in 25 countries the world over, HBL continues to enable people to advance with confidence and success.

With its earnest observation, HBL spotted Younus Khan's potential and employed this budding cricketer. The training and support which followed enabled him to emerge as the world-class batsman that he is today.



Employer Spotlight

Habib Bank Limited



Mr. Zafar Aziz Osmani
Senior Executive
Vice President
Human Resources

With a Masters in International Relations & Political Science and a Law degree from Punjab University, Mr. Osmani started his career in the Central Superior Services (Taxation Group) of Pakistan in 1970. He moved to the Corporate Sector in 1978 with Exxon Chemicals. He then moved to Bahrain in 1985 to work as Human Resources Manager for Gulf International Bank. He returned to Pakistan in 1991 to take up the assignment of Director Human Resources for American Express Bank, Karachi. His current role at Habib Bank Limited includes strategic corporate planning for the bank's local and international operations.

Q:What are the three key things that you look for in prospective employees?

Enthusiasm & willingness

simple and attractive to the eyes. It should be not more than one page if you are an entry level and a maximum of two papers if a seasoned professional.

Passive language:

Active verbs should be used to demonstrate leadership and accomplishments rather than weak passive words. Words like achieved, spearheaded, managed, exceeded, pioneered, led, created, developed and motivated convey an active, dynamic successful professional.

Q:How should candidates prepare for an interview with your company?

Candidates should be well dressed, groomed and portray a professional outlook. They should be equipped with information related to the bank and history, understanding of its scope of business and market positioning.

Q:What style of interviews do you conduct - formal, informal, one-to-one or group interviews?

We conduct formal, one to one and structured interviews focusing job related questions to identify experience, personality, core competencies and knowledge of the candidate. Panel interviews are conducted during batch hiring when a large number of candidates are evaluated for one specific job.

Q:How much importance

do you place on extra-curricular activities while selecting new recruits?

Participation in extra curricular activities is an indicator of a person's abilities some of which can be instrumental in the on job success of the candidate and are considered an additional competency of the candidate.

Q:Does your company encourage/facilitate further education after gaining some work experience, for example an MBA?

HBL believes in developing its junior resource for future senior level positions. We encourage our staff to pursue educational degrees that might be useful for their career progression and sponsor MBA programs for our talented employees to realize their potential.

Q:What do you like most about working with HBL?

HBL provides a challenging work environment where you are required to deliver high value results under challenging and complex situations.

Q:If I were working for your company, what would I need to do to get fired?

- Lack of integrity
- Consistent failure to deliver
- Violation of HBL's policies

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Employer Spotlight

Motorola



Mr. Hasnain Syed
Head of Human Resources

Hasnain is the Head of HR for Motorola. It is a challenging role and he thrives on it. "To succeed in the HR area, you must have a passion for helping people reach their goals, I truly enjoy this aspect of my job", says Hasnain. We spoke with Hasnain about life and work at Motorola and what it takes to succeed in their company.

Q: What are the three key things that you look for in prospective employees?

- Good communication skills
- Leadership qualities
- Right mix

Q: What are the three common mistakes that you find on

resumes sent to you?

- Too long or too short
- Not filling the gaps
- Un-related details

Q: How should candidates prepare for an interview with your company? What style of interviews do you conduct – formal, informal, one to one or group interviews?

- Have a good appearance
- Express himself/herself well
- Be self confident
- Have sound company knowledge
- Know the job requirements
- Display leadership qualities

We conduct either one to one interviews or group interviews, depending on the position.

Q: You must conduct a lot of interviews and come across a lot of people, tell us about one of the more interesting interviews you have been involved with?

Once I called few candidates for interview early in the morning (8am). One of them was very good and appeared to meet all the requirements. During the interview, I noticed he lacked focus and kept looking down again and again. Finally, my curiosity got the better of me and I decided to check out what he

was so interested in looking at. I discovered that in his haste to be on time for this early start, he was wearing different coloured socks.

Q: How much importance do you place on extra curricular activities while selecting new recruits?

We pay a lot of attention to extra curricular activities as they highlight so many things about a person, such as:

1. Leadership
2. Team player
3. Timely Actions
4. Coordination
5. Creativity

Q: Does your company encourage/facilitate further education after gaining some work experience, for example an MBA?

Motorola is a global communication leader and to keep our employees up-to-date, we emphasise a lot on training and development. Some of the programs (other than on the job trainings) are as under;

- Motorola University
- E-learning portal

- Motorola Management Academy
- Motorola Sales/Marketing Academy
- Educational Assistance program (Full fee refund policy for MBA)
- Motorola Mentor Program

Q: What do you like most about working with your company?

- Exposure to new technologies/projects/global teams
- Focus on business
- Quick response/decision making

Q: Do you undertake any personality or psychological testing of the candidates?

- Where ever required

Q: If I were working for your company, what would I need to do to get fired?

- Disrespect or disobey the company rules (specially values and ethics)
- Continuous failure to meet targets

Employer Spotlight

Standard Chartered Bank



Mr. Monis Mirza
Head of Human Resources

Monis Mirza joined Standard Chartered in January 1999 as Assistant Manager, Recruitment and Resourcing. Monis has a B.E. from United States followed by a Masters in Business Administration, with majors in Human Resources. He joined the Bank from P&G where he worked for four years. He has been working as Head of Human Resources for Standard Chartered Bank since September 2004.

Q: What are the three key things that you look for in prospective employees?

- Strong character and ethical value system
- Passion towards being a contributing member of the team and of the company
- Organizational fit – the individual's ability to easily blend in our organizational culture

Q: What are the three common mistakes that you find on resumes sent to you?

- Contact details i.e. cell number, postal or email

address are missing

- Incomplete academic information
- Incomplete or confusing professional history

Q: How should candidates prepare for an interview with your company? What style of interviews do you conduct – formal, informal, one to one or group interviews?

There is no specific preparation required for interviews with us. A candidate should focus on highlighting his key skills and strengths, yet be himself and display a can-do attitude. We usually conduct formal interviews. Generally we prefer one to one interviews since it gives a more transparent feedback from the interviewers. Number of interviews of each candidate can vary.

Q: How much importance do you place on extra curricular activities while selecting new recruits?

Yes we do consider extra curricular activities as it tells us a great deal about the individual's interests and personality type.

Q: Does your company encourage/facilitate further education after gaining some work experience, for example an MBA?

We encourage our staff to pursue their education with their work experience. We even have various financing schemes to support our staff to achieve the same.

Q: What do you like most about working with your company?

Performance driven culture with a great deal of candor and openness.

Q: Do you undertake any personality or psychological testing of the candidates?

For some positions, we do have structured tools for selection.

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