


Personal Information

	Name D.O.B. & Age Nationality Civil Status Availability Expected Salary Present Location E-mail Mobile LinkedIn Profile	Shaikh Sharique April 13 th , 1973 (51-Years) Pakistani / Canadian Married Immediate As per Company Policy, Flexible to negotiate Gulshan-e-Iqbal, Block – 1, Karachi-75300, Pakistan. shariquehoma@hotmail.com +92303 512 5997 https://www.linkedin.com/in/sharique-shaikh-84a13755/
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Executive Summary

Versatile C-Suite professional with over 24 years of experience in leading and scaling businesses in a variety of industries in Pakistan and Canada (including Financial Services, Banking, Bio Fuels & Healthcare Industry). Proven track of professional success in top & bottom-line Growth of Business, resulting, profit optimizing and improved efficiency.

Education

Masters in Business Administration (MBA) in 1995 with Over 90%
University of Santo Tomas
Manila, Philippines.

Professional Skills

Senior Leadership Change Management & Adaptability Strategic Thinking & Foresight BoD Relationship Management Communication & Presentation Decision Making Emotional Intelligence Corporate Restructuring & Development	Expert Expert Good Good Good Good Good Good	Business operation & Administration P/L Management Employee Development and Delegation Business Development Customer Services Credit Management Corporate functions Computer Literacy	Expert Good Good Good Expert Expert Good Good
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Employment History Snap-Shot

Designation	Company	Location	From	End	Reason to Leave
Executive Director – Ops.	Bilal Herbal Healthcare Clinic.	Karachi, Pakistan	07-2016	10-2023	Expanding Career
CEO	Syntech Biofuels Pvt. Ltd.	Hyderabad, Pakistan.	11-2014	05-2016	Company Dissolution.
Executive Director - BD	WE Financial Services Pvt. Ltd.	Karachi, Pakistan	05-2009	11-2012	Islamic Studies
Mortgage Development Manager	National Bank of Canada.	Richmond Hill, Canada.	02-2001	04-2008	Relocating to Pakistan.
Sr. Manager Equity Trading	Westminster & Eastern Financial Services Pvt. Ltd.	Karachi, Pakistan.	05-1999	02-2001	Immigration to Canada
Manager Equity Trading	Asian Securities Pvt. Ltd	Karachi, Pakistan.	09-1995	03-1999	Career Development

Employment History t in Detail

07-2016	10-2021	Executive Director – Ops. Bilal Herbal and Healthcare Clinic Karachi, Pakistan.	Reason to Leave: Expanding Career Horizon.
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- Oversee day-to-day operations of various departments: HR, Marketing, Finance, IT, etc.
- Collaborate with the Chairman in setting and driving organizational vision, operations strategy, Budgeting and hiring levels.
- Oversee company operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and that organizational goals are met.
- Manage capital investments and expenses aggressively to ensure that the company achieves investor targets for growth and profitability.
- Diligently oversee operations of various department, i.e. HR, Finance, and Marketing, identifying the areas of improvement and advising the Board about company's Financial / Operational Performance.
- Build and maintain trusting relationships with key customers, clients, partners, and stakeholders i.e. Chairman, BoD, General Manager and other stake holders of the company.
- Ensure compliance with provincial Health Ministries and take appropriate action when necessary.
- Develop strategic plan and policy formulation to improve on patient care and quality of service standards. Support departments in maintaining regulatory compliance under standards set by the Health Ministry.

11-2014	05-2016	CEO Syntech Biofuels Pvt., Ltd. Hyderabad, Pakistan.	Reason to Leave: Company Dissolution.
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Join a group developing various projects producing Alternative Energy and Fuel sources. Also become CEO of Argon Bio chemicals (Pvt.) Limited from Jan. 2015 on a short-term contract.

- Acquired comprehensive training on Bio-Diesel Production & Operations.
- Resume project completion tasks, and successfully completed the biodiesel Project.
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.
- Developed high quality business strategies and plans ensuring their alignment with short-term and long-term objectives of the company.
- Overseeing all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
- Lead and motivate subordinates to advance employee engagement and developed a high performing managerial team.
- Ensures quality metrics are achieved through sound business processes following regulatory agency guidelines.
- Acts as the primary project contact person and liaison, ensuring the project is represented in National forum (AEDB).
- Drafting budgets to ensure that projects' expenses stay within the limits.
- Successfully Developed Corporate Structure of the company along with policy frame work.
- Manage capital investments and control expenses aggressively to ensure that the company achieves investor targets for growth and profitability.

05-2009	11-2012	Executive Director – BD WE Financial Services Pvt., Ltd. Formerly known as Westminster & Eastern Financial Karachi, Pakistan.	Reason to Leave: Islamic Studies.
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- Initially Assigned as catalyst for Business Accounts restructuring for revenue growth, later assigned Advisory role to the Board of Directors for Complete Rehabilitation/Restructuring of the company
- Worked closely with organizational leadership and board of directors to guide operational strategy.
- Drove strategic improvements to enhance operational and organizational efficiencies.
- Exercised appropriate cost control to meet budget restrictions and maximize profitability.
- Fostered work culture of collaboration and inclusion to increase morale and reduce turnover.
- Successfully improve Corporate Image and Culture through Training and Development.
- Successfully establish networking with Subsidiaries of WE i.e., WEIML & WECOMM.
- Regularly participating and contribution in Management / BoD meetings as required.
- Monitored compliance with laws and regulations to protect organization from legal liabilities and penalties.
- Aligned department vision, goals, and objectives with company strategy to achieve consistently high results. Headed and completely revamped WE's branches in Sargodha and Jauharabad city, resulting substantial Increase in branch net profitability of over 80% mark in FY 2010
- Work closely with IT Division to enhance online clients' service platform and established Structured Marketing Data Base (SMDB) and Contact Management (CM) for Business Development.
- Successfully manage to service over 2500 client (FI's, Corporate, UHNW, Individual, and Online clients) and introduced the most upgraded systems for effective communication with clients
- Establish and Implemented Service Standards, and provided training to managers on CRM
- Account restructuring of client base (FI's, Corporate, UHNW, Individual, and Online clients)
- Successfully, revived clients by 30% and raised retention rate to over 80%
- Successfully reached to the highest profitability mark in direct broking commission (PKR 5.0Mn
- Rationalized brokerage commission structure and offered multiple service packages to all segments of the Clients base
- Daily Interaction with High-Net-Worth Individuals, FI's top Executive to keep them abreast in the Stock Market during Market hours for their order execution
- Order taking, Executing and Confirming Trades with Fund Managers in the time of need (Portfolio Reshuffling).
- Worked closely with organizational leadership and board of directors to guide operational strategy.
- Drove strategic improvements to enhance operational and organizational efficiencies.
- Developed and implemented organizational strategies to achieve set goals and objectives and secured long-term success.
- Managed financial, operational and human resources to optimize business performance.
- Cultivated company-wide culture of innovation and collaboration.
- Regularly participating and contribution in Management / BoD meetings as required
- Ensured corporate policy and administrative systems were adhered
- Successfully restructure Human Resource Department and formulated Training and development Programs.

05-2005	04-2008	Mortgage Development Manager National Bank of Canada Richmond Hill, Canada.	Reason to Leave: Relocating to Pakistan, owing to family need.
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- Kick-started and lead the newly Launched ‘Mortgage Development Program’ of the Bank in the GTA Region.
- Planned and implemented the Business Development plan and successfully consecutively surpass the objective.
- Successfully empanelled over 20 real estate / mortgage brokerage houses from the region to cater their mortgage requirements.
- Image Building of the bank through direct representation to all segments of the client in the industry
- Prepared customized Presentation for Real Estate / Mortgage Brokerage house to solicit their clients for Residential / Limited type Commercial Mortgages, Re-financing etc.
- Successfully conducted seminars for the first-time home buyers at new construction site
- Identified, cultivated and maintain robust relationship at all levels with the stake holders i.e., Lawyers, Property Appraisers, Insurance companies and with related departments of the bank
- Maintained weekly schedule meetings with Real Estate / Mortgage house / and related stake holders
- Maintaining weekly / Monthly sales report along with pipeline and submitting to the Regional Manager as needed, etc.
- Credit:
- Efficiently serviced clients Credit Application (Gathering credit Information)
- Application Review (Analysis) – (Collection & Verification of Supportive Documents) – Final Closing (Coordination with Assistant Centre and Lawyers along with clients)
- Analyzing financial health of the Client Calculating Debt Service Ratios GDS & TDS, Financial Statement Analysis, Loan to Value and assets Structure and submitting information into Filogix Platform for credit Approvals
- Cross selling other credit products in line with mortgage such as Debt consolidation / Line of Credit / Operating Line of Credit (Banks Accounts, LoC, Credit cards, Insurance) and Services after sales for Line of Credit Restructuring, Mortgage / Loan Renewals / Re-Financing etc.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Engaged in product training, demonstrations, consumer awareness, branding, and acquisition initiatives to raise awareness and revenues.
- Built relationships with customers and community to establish long-term business growth.
- Implemented systems and procedures to increase mortgage sales.
- Collaborated cross-functionally with headquarters, regional and other teams nationally to maintain consistent message and experience.

02-2001	05-2005	Customer Service Representative National Bank of Canada Mississauga, Canada.	Reason to Leave: Promotion.
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As Professional immigrant to Canada started career with National Bank of Canada as CSR

- Learned and provided efficient service to the clients with Deposits, Withdrawals, Bill Payments, Money Order/ Demand Drafts, Wire Funds, Safety Deposit Box, Investments, Credit Cards, and Discount Brokerage Accounts
- Get acquainted with senior managers on Branch Banking Operations
- Privileged to be among top CSRs of the Ontario region in cross-sell and Service
- Daily Branch Opening and Closing with Senior Manager as per Security Compliance
- Daily Branch Clearing, Cheques, Bill Payments, Deposits, GL Entries and Sending it to Assistant Centre

- Employees scheduling (Time-sheet control) and Payroll processing
- Daily / Weekly ABM balancing
- Branch Treasury Control (Cash order & dispatching)
- Branch Administration (Ordering office stationeries, Mail Management,
- Duly performed services at various branches in same region, etc.
- Developed strong communication and organizational skills through working on group projects.
- Excellent communication skills, both verbal and written.
- Applied effective time management techniques to meet tight deadlines.
- Assisted with day-to-day operations, working efficiently and productively with all team members.

03-1999	01-2001	Senior Manager Equity Trading Westminster & Eastern Financial Karachi. Pakistan.	Reason to Leave: Immigration to Canada.
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- A Challenging Task to establishing Trading Desk and Research Department for newly established Stock Brokerage Company.
- Formulated Company's Trading Policy and 'Order Taking – Order Execution – Back Office Operations and Settlement/Closing.
- Establish and Cultivate Relationship with FI's for Company's Empanelment with several FI's
- Established Institutional / Individual trading desk and Back-office operations procedures
- Team building for Research analysts / Equity Traders and Investment advisory Department
- Image building through daily equity Market write-ups (Morning briefings and Round-ups) in leading newspapers and for the clients
- Conducted detailed and complied research reports on various scrip.
- Regularly Calling HNI, FI for their Trades and Execution in the market, etc.
- Evaluated hiring, firing, and promotions requests.
- Managed large-scale projects and introduced new systems, tools, and processes to achieve challenging objectives.
- Boosted team member productivity by enhancing performance monitoring and instituting motivational approaches.
- Implemented productivity benchmarks across all departments to maximize company revenue.
- Held monthly meetings to create business plans and workshops to drive successful business.
- Assisted with day-to-day operations, working efficiently and productively with all team members.

09-1999	03-1999	Manager Equity Trading Asian Securities Pvt. Ltd. Karachi. Pakistan.	Reason to Leave: Immigration to Canada.
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Started professional career as "Equity Trader" at Karachi Stock Exchange and get acquainted with senior managers to acquire basic knowledge of Equity Market Operations (Open Cry System).

- Established Institutional / Individual trading desk and Back-office operations procedures.
- Prepared and implemented operational Process flow / Policy Frame work for KATS and CDC operations.
- Team building for Research analysts / Equity Traders and Investment advisory Department
- Image building through daily equity Market write-ups (Morning briefings and Round-ups) in leading newspapers and for the clients
- Conducted detailed and complied research reports on various scrips
- Regularly Calling HNI, FI for their Trades and Execution in the market, etc.

Related Courses Workshop and Training and Academic Publications

Thesis: (part of MBA), 1995

“Production Methods and their Effects on Productivity of Selected Cement Factories in Sri-Lanka”.

Training during tenure at Karachi Stock Exchange 1995 - 2001

Karachi Automated Trading System (KATS), &
Central Depository Company (CDC). (Acquired Comprehensive Training)

Pakistan Institute of Management Sciences (PIMS), Karachi, Pakistan
Share Market Skills (Technical and Fundamental Analysis of shares.)

PETROMAN, Karachi, Pakistan.
Financial Planning and Control & Financial Statement Analysis

Workshops / Inter-Banking Terminal Courses 2001-2008

National Bank of Canada, Ontario, Canada.

Customer Services Workshop (Client Destination) 2003-2008, refreshed annually.

Comprehensive Training on Mortgages/ Underwriting Standards, 2005.

Automated Credit / Loan Management System, Filogix software (Home/Expert Version), 2005.

Anti-Money Laundering (Course Refresh Annually), Defalcation, Money Kiting, Beyond Face Value, Knowing Your Client, Code of Confidentiality, Retired Registered Savings Plan (RRSP), Registered Education Savings Plan (RESP), NBC Insurance, Discount Brokerage Accounts, Central Deposit Insurance Corporation (CDIC), Investments Certificates, Guaranteed Income Certificate (GIC's).

Extra-Curricular Activities

Competitive Amateur Swimmer: 1986 -1992

Member of Pakistan Swimming Team in 1990 and took part in international swimming events.

Captain of Under 16 provincial swimming team at Provincial Level (Sindh) in 1988-89.

Captain of KMC Complex (Aqua Club) won Sind Open Swimming Championship in 1990.

Solo member of Adamjee Govt. Science Collage Swimming Team, won 2nd position for collage in Inter-collegiate swimming Championship 1991-92.