

Farhan Ali

Assistant Manager Human Resources

Karachi

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Human Resource Asst. Manager with practical knowledge of business need & expertise in implementing the policy and procedure, payroll, benefits, recruitment, employee grievances and HRIS. Direct project & team that improves efficiency while meeting the deadlines.

Work Experience

Assistant Manager HR

Level 3 BOS (PVT) Ltd - Karachi

January 2018 to Present

Recruitment, Screening & Selection.

- Collaboration with high management on field's new resource requirements & timely posting of jobs opening/requisition on different websites & portals.
- Screening & selection of candidates & forwarding the same after conducting the initial interview to concerned person to take final decision.
- Scheduling the interview for the successfully applicants.
- Keeping the follow up with applicants through cold and warm calls.
- Keeping the track of applicants through ATS until applicant is onboarded and hired.

HR Operations:

- Manage human resource activities including compensation and salary administration programs including compensation analysis, performance appraisal, salary changes and communication of compensation changes.
- HR reporting to executive management.
- Utilize server based HRIS to manage activities including data maintenance, data transfer and reporting activities.
- Act as team leader for HR initiatives and proactively keep team on track to meet the deadlines.
- Developed and maintained SharePoint portal for HR team and employee to more effectively share and manage information.
- Keeping the track & making necessary change on employee status change i.e. Promotion, Demotion, Pay Rate change & termination with effective dates.
- Manage employee grievances, new-hire orientation and exit interview.

Employees' Benefits & Compensations :

- Sole in-charge of the entire function of employee benefit and compensation.

- responsible for drafting sales plan considering the market trends and preparing the retail sales commission of more than 2,500 employees & 520+ retail stores according to their pay plans and in line with US (income tax and employee benefit) laws and procedures.
- Liaison with finance team on commission payout analysis.
- Assisting the payroll team in the payroll process .
- Handling employee queries regarding commission & compensation .
- Maintaining the sales, deductions & adjustments records of employees.

Accountant General

Robusta Coffee - Dubai

March 2016 to September 2017

ADMINISTRATION FUNCTION

- Posting requisition for new openings and conducting interviews of potential applicants.
- Processing Insurance, Medical and Visa applications for new and existing employees.
- Managing tickets, hotel and accommodations arrangements.
- Handling overseas shipments and consignment custom clearance.
- Designing company policies and procedures and compliance.

F&B COST COTROLLING

- Analyzed menu computed recipe costs and formulated F&B budget.
- Outlined cost control in F&B services.
- Managed reconciliation of sales analysis and material.
- Executed physical stock take and outlined report.

FINANCE FUNCTION

- Payroll preparation and processing for all the staff at stores as well as head office.
- Bank reconciliation for all the bank account.
- Manag8ng cash flow for various bank accounts of the company.
- Monthly profit & loss account & break even summaries for high management.
- Price costing for retail goods.
- Handling Account receivable of retail sale.
- Supplier reconciliation and payable for more than 20 suppliers up to finalization.

Assistant Accountant

Bice International & NStyle International - Dubai

February 2014 to March 2016

F&B COST CONTROLS FUNCTION

- Working with Corporate Chefs in finalizing the Recipes and Inputting in the F&B System.
- Processing daily Local Purchase orders for F&B suppliers
- F&B Inventory: Month end inventory taking and inputting in F&B System.
- Closing Month end input in F&B Management System i.e. wastage, staff meal sub recipes etc.
- Generating Monthly F&B Costing Reports, comparing them discussing any unusual changes in the percentage with Chefs and Submission to Finance Director.
- Negotiation of the F&B Prices & Credit Terms with Suppliers on quarterly basis, finding substitute at comparative prices.

FINANCE FUNCTION

- Handled petty cash and payroll of around 400 staff with banks

- Dealing with around 80 suppliers, negotiating prices and reconciling payable.
- Handled bank transactions and reconciliations
- Data Entry in ERP Navision, Reconciliations, Year End Closing and Liaison with Auditors
- Inventory management of around 75000 units
- Performed regular internal audits for 20 outlets, control wastage and sales discrepancies.
- Payroll processing of more than 700 employees and maintaining employee deductions.

Education

Bachelor's in Commerce

University of Karachi - Karachi

Skills

- MS Office (7 years)
- Negotiation Skills (6 years)
- Presentation Skills (6 years)
- Reporting (4 years)
- HRIS (4 years)
- Recruitment (4 years)
- Human Resource Management (4 years)
- Training and Management (4 years)
- Compensation and benefits (4 years)
- Team Management (5 years)
- Administration (5 years)
- Project Management (3 years)
- Policy and procedures (4 years)

Languages

- English - Expert
- Urdu - Expert

Awards

Employee of the Year

November 2019

Additional Information

SKILLS:

Excellent interpersonal and communication skills

Highly proficient in written and verbal communication advanced user of:

- MS Excel
- ADP Vantage