



Junaid Jahangir

Hr Officer, Payroll & Administrator

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P.E.C.H.S, Karachi, Pakistan

Summary

Xero (American Accounting Software)

TIS

Microsoft Office 2016

Skills

Xero | Financial Statements

Experience

Aug 2020 - Present

Hr Officer, Payroll & Administrator

Nawaz Hussain Sikander legal Consultant, Karachi, Pakistan

One Year Contract Job

1. Maintain TIS (Time Information system) of all employees on daily basis
2. Support the management of disciplinary and grievance issues
3. Maintain employee records according to policy and legal requirements.
4. Provide advice and guidance to managers about HR-related issues
5. Participating in meetings, investigations and consultations
6. Providing support to all employees on long-term sick or with challenging medical issues and organizing their duties appropriately (amending duties, return to work, etc)
7. Checking Certificates for authentication purposes
8. Recruiting, short-listing, interviewing and training new staff members
9. Writing contracts of employment and sending out offers of employment
10. Updating, maintaining and auditing of personal data for all the employees
11. Organizing training and development workshops for new and existing staff
12. Dealing with general Hr issues such as annual leave, bereavement, maternity, paternity, flexible working requests, timesheets, etc. on a daily basis
13. Dealing with email enquiries
14. Maintaining petty cash.

Nov 2016 - Jul 2020

Admin/Hr Officer

Stylish Graphics, Karachi, Pakistan

Core Responsibilities:

1. Maintain TIS (Time Information system) on daily basis
2. Answering incoming calls; taking messages and re-directing calls as required
3. Dealing with email enquiries
4. Taking minutes
5. Diary management and arranging appointments, booking meeting rooms and conference facilities
6. Data entry (sales figures, property listings etc.)
7. General office management such as ordering stationary
8. Organising travel and accommodation for staff and customers
9. Arranging both internal and external events
10. Possibly maintaining the company social media accounts
11. Providing administration support to Senior Management
12. Support budgeting & petty cash vouchers.
13. Maintain all employees attendance and leave records on TIS & Excel.
14. Maintain stationary record of all over the office.
15. Contact to candidates & arrange interview times and develop appropriate interview questions in collaboration with the hiring manager so that interviews are conducted efficiently and equitably.
16. Conduct employee orientation/induction and introductory training so that new employees are quickly integrated into the organization.
17. Deal with HR Operations
18. Processing of monthly payroll and related deductions.
19. Support the development and implementation of HR initiatives and systems
20. Provide counseling on policies and procedures
21. Create and implement effective onboarding plans
22. Develop training and development programs
23. Assist in performance management processes
24. Support the management of disciplinary and grievance issues
25. Maintain employee records according to policy and legal requirements.

Education

2009

Karachi University Business School **University of Karachi**

Bachelors in Commerce , B.Com

Accounts

CGPA: B/0

Languages

English

Intermediate

Urdu

Intermediate