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**DANISH KHAN**

House No.L-511 Block-3 Gulshan-e-Iqbal, Karachi

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**Career Objective**

Ardent to acquire a career oriented and challenging position in a dynamic and progressive organization where the acquired skill and capabilities would be utilized at best through professional growth thus leading to the prosperity of organization.

**Skills & Competencies**

Human Resource Management Performance Appraisal MS Office

Employee Relationship Management Teamwork Legal Compliance

Time Management System Grievance Handling

**Education**

B.A **Urdu Arts & Commerce University**

Intermediate– Commerce **Urdu Arts & Commerce University**

Matriculation – Science **Qureshi’ Government High School**

**Work Experience**

**MIDAS SAFETY March, 2021 ~ Present**

**IR Officer**

* Ensure shift planning in system.
* Process the complete hiring process in SAP.
* Process quarterly Contractor’s evaluation and generate the action plan from outcome.
* Develop and update different MIS.
* Conduct session with the workers, team leaders and contractors and discuss improvement points.
* Update and maintain service agreements of contractors.
* Check the attendance register of contractors on floor.
* Generate monthly absenteeism report of worker for counselling and warning
* Update the leaves record of all worker in SAP
* Process the separation of workers and make their full and final settlement.
* Verify and check the record of all new workers before hiring
* Process the workers of the month as per policy and distribution .
* Deal with contactors for resolving their issues.

**Dollar Industries Private Limited Dec 01, 2014 ~ August, 2020**

**Compensation & Benefits Officer**

* Prepare & maintain monthly payroll of Dollar Group and its 3rd Party Contractors (Skilled & Piece rate)
* Prepare Full & final settlements & its related documentations
* Payroll analysis and reconciliation for reporting purpose
* Maintain attendance of all permanent and contractual staff.
* Loan payments, deduction and recording for analysis & reporting purpose
* PF withdrawals and deductions as per company policy
* Processing and monitoring of monthly and yearly sales Incentives & Bonus payments
* Assists Manager HR in Employee welfare & CSR events and policy
* Coordinator of Quarterly quality audit called 6 GRs
* Assists Manager HR in Employee Performance management exercise and salary review
* Assist in Trainings and preparation of training calendar.
* Auditing of Company policy by matching with the Labor Laws to monitor Compliance i.e. Income Tax, EOBI & ESSI.
* Processing of Health & Life insurance claims, takes part in the negotiation process for yearly renewal

**Dollar Industries Private Limited** (**Dec 01, 2014 ~ Apr 30, 2015)**

**Admin Officer**

* Deal the issues of Janitorial staff (Salaries, Housekeeping, other issues)
* Daily factory and canteen visit for compliance issue.
* Maintain complain log, Key log register and night report.
* Maintain insurance records of vehicles.
* Maintain the schedule of drivers and Peons.

**Express Media Group** (Lakson Group of Companies) **Dec 01, 2012 ~ Nov 30, 2014**

**Payroll Officer**

* Prepare & maintain monthly payroll of the company
* Maintain all Pakistan’s employee’s online data for making EOBI Cards and online portal update& Payment
* Look after all the Government related matters i.e. EOBI, SESSI and taxes.
* Responsible of all Pakistan employees Health insurance from Jubilee Insurance

**Al-Abid Silk Mills Limited Oct 01, 2007 to Nov 30, 2012**

**Sr. System Coordinator**

* The major job responsibilities include Payroll Management, employee complains and queries, which include; wage and salary preparation for Daily, Fixed and Piece Rated Workers. (Ensuring Overtime Rate and hours as per law)
* Proper distribution of bonus and leave Encashment
* Prepare EOBI & SESSI records & contribution Summary
* Maintain Excess Overtime Report (Daily, Weekly, Monthly)
* Maintain Payroll Summary (Fortnightly, Monthly, Annually)
* Maintain Daily, Weekly, and Monthly Compliance Checklist (Daily, Weekly, and Monthly)
* Give awareness to workers, supervisors about audit and company policies and resolve their official problems
* Coordination to First Aiders, Fire Fighters, Evacuation leaders
* Give Compliance Related Trainings (Fire Fighting, First Aid, Evacuation)
* Prepare full & final settlement of employees
* Extensively involved and facilitated the Customer Compliance Social, Quality and Security Audits and Other Activities.
* Assisted in the internal trainings held for the aforementioned audits.
* Maintaining and Updating Personal files
* Making Leave Summary for every Fortnight and all the records of Contractor’s employees
* Maintaining daily attendance record of company and contractor’s employees

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**Trainings**

* Diploma in **HRMS** from PIM
* MS Excel training from Skills Development Council
* Awareness of Company Policies & Procedures, first Aid, Fire Fighting, Waste Handling & Waste Handling
* In House Training of Effective Supervisory Skills from Dollar Industries (Pvt) Ltd.
* One day work shop of Professional Grooming & Business Etiquettes from Quickbiz.
* One day work shop of Managing Emotions at work place.

**Personal Information**

CNIC : 42201-0371629-1

Marital status : Married

Date of Birth : 19-Dec-1985

***References to be furnished upon demand.***