

Muhammad Raheel Akhtar

Masters' in Science (M.sc) in Economics.



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CAREER OBJECTIVE:

To be part of an organization where I could gain experience and practice my knowledge to polish my skill along being a reputable asset to that organization, in a dynamic work environment, that provides opportunities for continuous learning and career growth.

About:

I am a people oriented person whereby I love interacting and meeting new people. Resolve Employees related issues. HR personnel by profession and an Inspirational, Motivator, counselor by nature. Positive personality, learning attitude and hardworking good communication and office administration shows great sense responsibility to deliver task assign to me on timely and effective manner.

My Core Strengths are:

- Employee Management
- Payroll Management
- Attendance Management
- Time Management
- Recruiting
- Teamwork
- Negotiation
- Proactive sourcing & Able to work under pressure
- Bulk Hiring
- Work force Administration
- Personnel Management

Skills

- ✓ Oracle (HRIS)
- ✓ Timetrax (Portal)
- ✓ MS office
- ✓ Communication Skills
- ✓ Multiple Tasking

EDUCATION

Masters' in Science (M.sc) in Economics

University of Karachi in the year 2018, Grade: c

B.sc (Hons) in Economics

University of Karachi, in the year 2015, Grade: B

H.S.C (Computer Science)

Govt. Superior Science College (Morning), in the year 2014, Grade: C

S.S.C (Computer Science)

Board of Secondary Education, in the year 2012, Grade:

EXPERIENCE:

Imtiaz Ponam Foods, Karachi, Pakistan

Feb 2021 - Present **Officer HR-Operations**

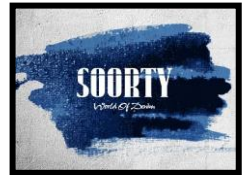


Responsibilities:

- Be actively involved in hiring process like CNIC verification, physically labor's verification and conduct interviews for labor hiring.
- Be actively involved in initial screening of candidate schedule interviews in coordination with the manager for Management hiring.
- Conduct Orientation program and educate employee about company and HR policies.
- Conduct training session personal grooming and attendance policies for fresher's.
- On daily basis maintain attendance register, attendance summary and Daily attendance sheet send to concerned depts.
- Checking employee's files and getting them complete as per SOP.
- Checking /monitoring daily attendance Handling/operating Timetrax attendance portal.
- Updating weekly roasters in Timetrax portal.
- Taking fortnightly advance/monthly attendance verification and compiling the final sheet.
- Scanning of documents. Maintaining and handling of old record.
- Maintaining employee database master sheet in excel.
- Maintaining database of customer account opening form.
- Maintaining recruitment status for Hiring (New/Replacement/Re-hiring).
- To resolve employee Medical issues through coordinator Pak Qatar Takaful.
- To resolve employee bank issues through coordinator Finca/U-bank.
- To resolve employee Attendance Discrepancy issues before month end.
- To delete data of Left employees from Face scanning machine through BIO star software.
- Updating payroll systems, including employment hire and termination.
- To adjust worker's Compensatory leaves.
- In Monthly Audit observations check roasters, check off days, check leaves applied on present days, check excess hrs. Check extra OT and resolve all queries.
- Gather payroll data like working days and holidays/leaves Bank details etc.
- Negotiating with staff, workers and representatives on issues relating to salaries, contracts and working conditions.
- Any other Tasks assigned by management.
- Other HR activities that arises and HR operations.

Soorty Enterprises Pvt Ltd

02 Years as a **JR.Officer HR-Operations**, From Apr 2019 to Feb 2021



Responsibilities:

- Be actively involved in recruitment by preparing job descriptions and managing the hiring process.
- Maintain employee records (attendance, leaves, EEO data etc.) according to policy and legal requirement.
- Conduct Orientation program and educate employee about company and HR policies.
- Conduct training effectiveness on monthly basis
- Work on Oracle (HRIS) & Maintain information files of employees both digitally and physically.
- Negotiating with staff, workers and representatives on issues relating to salaries, contracts and working conditions.
- Support the management of disciplinary and grievance issues.
- Team jointly Payroll manage for 3736 employees.
- Team jointly Work on Payroll and check Zero salary, Check Auto generate Casual leaves & Annual leaves, check attendance allowance, check OT, check increments (if any), check polices and if any queries raised then resolve all queries.
- Manage the Annual Bonus and Increment cycle.
- Manage the Annual Leave Encashment payout of the employees.
- Manage Gratuity of employees as per company policy.
- Manage Final Settlement of the resigned staff.
- Ensure that the final settlement calculations are correct and payment is made.
- Developing various reports for management which make it easy to take decisions regarding the current resources.
- Maintain Managers Monthly average attendance report.
- Maintain approvals (Short leaves, Half days, short working days, and Late).
- Maintain compliant OT/ Summary.
- Team jointly tasks performed like Minimum wage letters, Hygiene cards, Exit interview (audit requirements)
- To delete data of exit employees from Face ID machine through ZK software.
- Keep up-to-date with the latest HR trends and best practice.
- Other HR activities that arises and HR operations.

Apr 2016 - Aug 2018 **Teacher**
New star school, Karachi, Pakistan
Worked as a Senior Teacher

Jun 2011 - Sep 2011 **Internee**
Dadex Eternit Ltd, Karachi, Pakistan
Worked as a System Support Engineer

CERTIFICATIONS

Pursing **NED University of Engineering and Technology**
Certified Human Resource Professional

2019 **Institute of Business and Professional
Development of Pakistan (IBPD)**

Mastering in Excel Financial (with Advanced Financial
Modeling)

2010 **Skill Development Karachi**

Certificate in Information Technology

PROFILE

Father Name :	Muhammad Akhtar
Date of Birth :	17th Dec, 1994
C.N.I.C No :	42201-9831488-9
Marital Status :	Single

HOBBIES

Swimming & Horse riding