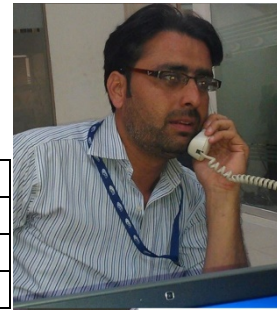


SHOAIB HANIF

26-C COMMERCIAL AREA-A,
DEFENCE MARKET, PHASE II,
DHA KARACHI.

CELL NO: **0345-8297001**

Date of Birth	07- Nov -1984
CNIC #	42301-4589353-3
Religion	Islam
Nationality	Pakistan



CAREER OBJECTIVE:

Be a part of challenging environment where my skills, professional experience and educational background will enable me to define new opportunities for profitable growth and development.

PERSONAL PROFILE / PERSONAL ATTRIBUTES:

- Enthusiastic and professional.
- Enjoys being part of, as well as leading, a successful and productive team.
- Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.
- Even under significant pressure, I possess a strong ability to perform effectively.

SCHOLASTIC:

DEGREE/DIPLOMA	YEAR	INSTITUTION	GPA/GRADE
B-Com	2010	Karachi University	2 nd Division
Intermediate (Pre Engineering)	2005	Karachi Board	C Grade
Matriculation (Computer Science)	2002	Karachi Board	A-1 Grade

PROFESSIONAL EXPERIENCE:

E.L.C Private Limited.

Job Title: Asst. Manager HR & Admin

Department: Human Resources & Administration



17th September, 2012 to date

Job Description as HR Asst Manager:

- Responsible for making payroll, coordinating with insurance companies and other benefits & welfare matter
- Responsible for managing leaves of absences, short-term disability program (salaried), sickness and accident leaves (hourly) and related personnel policy issues.
- Maintaining record of Attendance Sheet of all countrywide employees.
- Involve in organizing employees' engagement activities
- Handle employees grievances & disciplinary matter
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Monthly updating Health Insurance Induction / Deletion / Change of plan
- Memorandums (Termination, Resignation, Show Cause, Final Show Cause, Warning, Transfer, Re-designation, Increase in Salary, Demotion, confirmation, Promotion, Re-Instate in Service etc.)
- Processing of full & final settlement
- Ability to compile and interpret statistical data and communicate it in a professional and understandable manner.

- Preparation of monthly HR Analyst Reports
- Shortlisting of resumes, conducting initial interview & also the part of panel interview with senior management
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee

Job Description as Admin Asst Manager:

Travel Management

- Work-out travel itinerary, flight schedules and issuance of Tickets through travel agent.
- Hotel accommodation arrangements as well as visa process / arrangement through travel agents.
- Process of Visa recommendation letters from KCC&I for the foreign visitors of the Company & facilitate them for obtaining in visa.

Budget & Expense Control

- Preparation & submission of monthly expense & cost statements in reference to the allotted budget
- Responsible for monitoring various controls to reduce administrative costs.

Maintenance & Housekeeping

- Monitor the basic housekeeping of the office. Inclusive of coordination with various contractors in reference to maintenance and repair work of the office and its assets
- Responsible for maintaining logs of all company vehicles allotted to employees inclusive of maintenance
- Process insurance claims for Company's vehicles as well as insured assets.
- Keeping entire filing records
- Responsible for the supervision of the administrative tasks of the various company sites inclusive of warehouses.

Stock & Office Supplies

- Maintain a record of all administrative supplies inclusive of stationary, kitchen and janitorial supplies.
- Handle all stationary requests inclusive of monitoring allotted supplies via logging of supplies handed over to each department and their respective costs

Looking after Warehouse Operation

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimize space utilization
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and coworkers
- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations
- Dealing with various regulatory authorities
- Finding space for warehouse / to process rental agreements etc.

Special Assignments

- Any special task assign by CEO (like; Clubs matters, Clinical appointments, other protocols etc)

Authority

- Procurement & Distribution of Office Supplies for all departments / branches.
- Ordering and issuance of printing stationery (letter heads, invoices, visiting cards & all other printable materials).
- Handling of all petty-cash payments
- Issuance of various purchase orders.

OCS PAKISTAN (Pvt.) Ltd.**Job Title:** HR Executive (Payroll Section)**Department:** Human Resources**04th October, 2007 to 15th Sep-2012****Job Description:**

- Complete administration of monthly payroll by using software HRMS. It includes execution of payroll and coordinate with Finance and HR head to ensure timely and accuracy remittance for employees. Liaison with accounts department for final salary payments. Lead in the processing of the monthly payroll (including overtime and allowances) for all staff, ensuring that relevant documentation is submitted.
- Make monthly payroll of approximately 2,200 Employees (Permanent, Contractual and Temporary Staff).
- Working on Computerized payroll and have extensive knowledge of card swapping machine.
- Provide payroll related information for internal and external audits.
- Maintenance of attendance & leave record
- Records of staff pay and benefits (e.g. leave, medical records) are kept up to date and adherence to corporate standards and terms and conditions of service monitored.
- Making and updating list of EOBI, Social security on monthly basis.
- Ensure medical claims processed accurately.
- EFU Health Insurance (Issuance of Health Cards, Insure Employees, Maintaining Insurance List, Medical Claims)
- Monthly updating EFU induction / deduction / Change of plan
- Answering phone calls, dealing with queries and ensure queries resolved on time.
- Management Reports (Organograms, Monthly Report, Monthly Department / Designation Report).
- All Other Assignments Assigned By Senior Manager HR & Management.
- Assist in Ad-hoc reports as and when assigned.

TAQ EXPRESS Pvt. Ltd.**Job Title:** Operations & Customer Service Executive**Job Description:**

- Resolve all kind of Customer Query.
- Facilitate Operations department and performed Jd's as Operation Supervisor.
- All Other Assignments Assigned By Manager CSD.

**June 2006 – October 2007****PROFESSIONAL SKILLS & PERSONAL STRENGTHS:**

- Good Communication skills English & Urdu.
- Good leadership skills.
- Capable of completing a given task with in time limit.
- Hardworking and good management skills.
- Team player combined with disciplined work ethics.
- Honest, Trustworthy and Punctual.

COMPUTER LITERACY

- MS Office (Word, Excel, Outlook etc).
- Climax software
- HRMS Software
- Email Correspondence
- Internet Browsing.

HOBBIES

- Cricket
- Computer (Internet & Games)
- Music
- Reading

REFERENCE

Will be provided on demand.
