



MUSHTAQ ALI JATOI

PECHS, Block 6, Shahrae Faisal Karachi

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Email: Mushtaqalijatoy@yahoo.com

Objective:

- Seeking a challenger and progressive with an esteemed organization offering good future prospect and professional working environment

Personal Bio Data:

- Date of Birth: 19/07/1987
- Religion: Islam
- Nationality: Pakistani
- CNIC: 41504-03495813
- Gender: Male
- Marital Status: Married

Academic Qualification

- | | | |
|------------------|--------------------------|--|
| • Master | (Mathematics) | University of Sindh Jamshoro. |
| • Diploma | (Information Technology) | Danish Community College Bhitshah. |
| • Intermediate | | Government Muslim Science College Hyderabad. |
| • Matriculation: | | Government Boys High School Jamshoro Colony. |

Professional Achievement.

STG International (BPO Company) Shahrah-e- Faisal, Karachi.

Assistant Manager HR (April 2016 to Continue.)

Responsibilities:

- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Training, counseling, and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary, and termination procedures.
- Maintaining employee and workplace privacy.
- Maintain and manage the administrative and security functions of the company.
- Performed a wide variety of administrative task, including management of all correspondence, travel coordination, time sheets and schedule maintenance.
- Acquired a more demanding Human Resources role by explaining benefits, fielding questions and addressing corners or complaints.

Novartis Pharmaceutical Pvt, Jamshoro.

HR Executive (Dec 2014- May2016)

- End to end Recruitment from technical staff to managerial level.
- Payroll assistance to accounts department
- Attendance, leave record and health insurance data)
- Letter issuance and new joining orientation
- Policy upgradation whenever required
- Oversee personnel records (e.g., Contracts, PTO and so on).
- Update company database with the data of new employees (e.g., Background, qualification, skill, etc.).
- Create and circulate documents about the policies of our organization.
- Collect payroll information including working days, ledgers and bank accounts.
- Publish and remove job ads on different platforms (e.g., job boards, social networks, careers pages, etc.).
- Schedule prospective candidate's job interviews and be a point of contact as required.
- Prepare reports and presentations on HR-related metrics like the aggregate number of hires by the department.
- Create materials to train and onboard the employees.
- Respond to inquiries of employees with respect to benefits like precedent, number of qualified vacation day.

PMI (Philip Morris International) Jamshoro.

HR Payroll Officer (Feb 2010- Nov2012)

- End to end Recruitment from technical staff to mid-level.
- Ensuring all payroll transactions are processed efficiently.
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this.
- Determining payroll liabilities by calculating employee federal and state income, social security taxes, employer's social security, unemployment, and workers compensation payments.
- Resolving payroll discrepancies.
- Internal Financial Control, Statement Review & Reconciliation, Record Management, Reporting and Documentation, Management Invoicing & Reporting, Cross-Department Collaboration, Contract Review, Monthly & Year-End Closing Produce invoices, journal entry, and reporting on a daily basis.
- Supported the monthly CFO reporting package with a comprehensive analysis.

Computer Skills:

- MS-Office, Excel, Power Point, MS-Access, Data Entry, Windows XP, 2000 & Internet.

Communication Skills:

- English Read write speak
- Sindhi Read write speak
- Urdu Read write speak

Reference:

- Will furnished on demand.