



Naveed Ahmed

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Relocated: Ready to relocated

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SUMMARY

Experienced HR professional with a proven track record in HR management, administrative operations, and office administration. Skilled in implementing internal regulations, HR guidelines, and database management. Proficient in recruitment processes, disciplinary procedures, and staff supervision. Strong background in office administration, record-keeping, and financial management. Excellent communication and interpersonal skills with a demonstrated ability to work effectively in multicultural environments.

EMPLOYMENT RECORD



Position
Organization
Project
Assignments

Human Resource Assistant/ Supervisor - "19th September 2022 to 31st December 2023"

Médecins Sans Frontières (MSF)-Pakistan
Flood Emergency Response, Malaria, M&CH & Nutrition

- Under supervision of the Project HR Manager, supervise that the internal regulations are followed in the project in order to ensure both tax and labor regulation compliance
- Assist in the recruitment process uploading of JD on Rozee.pk generating the report and downloading CVs (preparation of the candidate's list, facilitation in conducting the test/interviews, calls or emails for test interviews/results, etc.)
- Execute recruitment activities ensuring transparency and equity and issuing job offers conveniently in order to meet HR needs.
- Inform all the new staff on Staff Regulations, HR policies and regulations and/or living conditions in order to facilitate staff integration and their security.
- Execute, under the Project HR Manager supervision, employee contract related activities (file opening and formal documentation archiving, personal data updating, amendments, termination dates supervision, etc.) in order to ensure legal compliance.
- Present and explain contract terms and the content of internal regulation (rights and obligations) to newly recruited personnel in order to ensure legal compliance and local integration.
- Collect the variable pay slip elements on Homere (paid holidays, sick leave, unpaid leave, etc.) in order to ensure accurate and on time payroll payment.
- Supervise the payroll process, checking the list of employees and amounts payable (variable pay, taxes, social security's contributions, etc.) in order to ensure accuracy and on time payroll payment.
- Support the Project HR Manager to draw up annual holiday planning in order to schedule staff shifts and cover operational needs.
- EOBI process for the National Staff
- Supervision of the Cooks and Cleaning.
- Additional HR/ Admin tasks delegated by the Project HR Manager

Achievements:

- Successfully ensured 100% compliance with tax and labor regulations

- Implemented a transparent and equitable recruitment process
- Developed and conducted a comprehensive orientation program for new staff
- Maintained accurate and up-to-date employee contract documentation
- Successfully implemented payroll system, payroll accuracy and timeliness, leading to improved employee satisfaction



Position
Organization
Department
Assignments

Counter Service Officer - "29th October 2021 to 05th August 2022"

Bank Alfalah Limited (Karachi, Sindh)

Branch Banking Operations

- Follow Cash Management Policy
- Remittance
- Clearing
- Online Fund Transfer
- Branch Expense Vouchers
- Checking Daily Financial Vouchers
- ATM Replenished
- Cash Deposit Machine
- Settlement of Customer Advance Payments
- Account Opening
- Real Time Gross Settlement (RTGS)
- Cash Shipments
- Record Keeping
- Collect Utility bills
- Cash deposited
- Cash withdrawal



Position
Organization
Assignments

Universal Teller - "22th August 2019 to 20th August 2021"

Summit Bank Limited (Karachi, Sindh)

- Follow Cash Management Policy
- Remittance (Weston Union)
- Clearing
- Online Fund Transfer
- Branch Expense Vouchers
- Checking Daily Financial Vouchers
- ATM Replenished
- Maintain Files
- Settlement of Customer Advance Payments
- Account Opening
- RTGS
- Cash Shipments
- Record Keeping
- Collect Utility bills
- Cash deposited
- Cash withdrawal



Position
Donor
Organization
Assignments

Admin & HR Officer- "01st September 2017 to 31st July 2019

BHP Billiton Dadu and Sindh Education Foundation (SEF)

Child Development Organization (CDO) Johi, Sindh

- Logistic Support,
- Maintain Files/ Record keeping,
- Assist HR Manager.
- Advising Job and Recruiting new staff.
- Follow-up of employment law and the employer's employment policies and procedures
- Looking after the health, safety, and welfare of all employees
- Monitoring staff performance and attendance
- Dealing with vendors for school construction,
- Negotiations with Wanders and Suppliers
- Managing meetings with the Community to ensure that activities are properly arranged with no conflicts.
- Making travel arrangements and preparing documents, and presentations.
- Maintaining, repairing, or replacing office equipment.
- Directing, reviewing, and optimizing office operations to increase accuracy,
- productivity, and efficiency and reduce costs.
- Communicating with SEF and CDO Staff
- Report writing

Achievements:

- Successfully implemented a new filing and record-keeping system, resulting in improved organization and accessibility of important documents
- Assisted in the recruitment and hiring of qualified staff, resulting in a more efficient and productive team.
- Ensured compliance with employment laws and Organization policies, resulting in a reduction of legal issues and improved employee relations.
- Successfully negotiated vendor contracts, resulting in cost savings and improved quality of services.
- Coordinated community meetings and activities, ensuring smooth and conflict-free events.
- Improved office operations and communication with SEF and CDO staff, resulting in better coordination and collaboration
- Prepared comprehensive and insightful reports, providing valuable insights for decision-making and planning.
- Successfully implemented payroll in excel sheets, payroll accuracy and timeliness.

EDUCATION:

"Bachelor of Science (B.S) Commerce" From University of Sindh Jamshoro **"2016 to 2020"**

Skills:

Microsoft Excel · Labor and Employment Law · Data Management · Research · HR Operations · HR Management · HR Policies · Recruitment · Training & Development · Negotiation · Employee Relations · Leadership · Problem Solving · Payroll Administration · Compensation & Benefits · Orientation Programs · Teamwork · Team Management · Analytical Skills · Human Resources Information Systems (HRIS) · Planning Budgeting & Forecasting

LANGUAGES:

English, Sindhi, Urdu, & Seraiki

TRAININGS, WORKSHOPS & SEMINARS:

| Date | Training / Workshops/ Seminars/Exposure | Organized by |
|---------------------|---|--------------------------|
| 21.08 to 06.09.2019 | UT Trainee Officer's Teller Service Program | Summit Bank Limited |
| 13.11.2019 | Account Opening & its Challenges | Summit Bank Limited |
| 21.06.2023 | HR Assistants' Onboarding on (Tambo Online) | Médecins Sans Frontières |
| 21.06.2023 | The Feedback Process | Médecins Sans Frontières |
| 15.04.2023 | Anti-corruption | Médecins Sans Frontières |

REFERENCES:

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| 1. Nazeer Ahmed <i>President, Child Development Organization</i> Cell:+92-333-7067180 cdosindh@hotmail.com | 2. Umair Usman <i>FIN-HR Manager (Dadu Project) Médecins Sans Frontières (MSF)</i> Cell:+92-322-208-2895 Umair_ug@yahoo.com |
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