

Fayyaz Ahmed

House no: R-406, Sector 5-C, Near 4-K Chowrangi,
Surjani Town, Karachi
Cell: 0343-3457251
Email: fayaz.ahmed29@gmail.com



Profile

Almost Seven years' experience of Administration, HR & Payroll Operations, Preparing Financial Reports, Vendors Dealings, professionally worked in Call Center, Electronic Media & Publishing Industry.

Work Experience

AFAQ Publisher Pvt Ltd- HR & Admin Executive

(Oct 2018 to Present)

- ☐ Scheduling job interviews and assisting in interview process.
- ☐ Ensuring background and reference checks are completed.
- ☐ Update internal databases (e.g. record sick or earned leaves).
- ☐ Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- ☐ Assisting Manager HR in Performance Appraisal
 - To control EOBI related matters like employee's registration, contribution and distribution of checks.
- ☐ Maintaining current HR files and databases (Hardcopy & Softcopy).
- ☐ Updating and maintaining employee benefits, employment status, and similar records.
- ☐ Perform administrative tasks like maintain record petty cash, vehicle usage and other billing of office maintenance.
- ☐ Process Full & Final Settlement of separated employees.

Geo Television Network Pvt Ltd –Administrative Officer in Payroll Section-(Dec 2015 to Oct 2018)

- ☐ Responsive to addressing 2000+ staff and management on payroll related queries.
- ☐ Ensuring payrolls are executed accurately, timely and any adjustments are properly reviewed and recorded.
- ☐ Maintain Payroll by reconciling and verify attendance and timings of all employees.
- ☐ Reported to Head of Departments, Business Unit Heads and other Management.
- ☐ Actively maintain, validate attendance, time In/out record via Software.
- ☐ Liaison with different departments.
- ☐ Implementation of ERP system in different departments.
- ☐ Issue ID cards to employees of all stations.

<u>Geo Television Network Pvt Ltd</u> –Operation Officer	(Feb 2014 to Dec 2015)
<u>Geo Television Network Pvt Ltd</u> –Monitoring Officer/Sub Editor in MIRD	(Apr2013 to Dec2013)
<u>Ensign Communique Pvt Ltd</u> –Sales Representative	(Sep2008 to Jan2010)

Qualification

- **Masters of Business Administration (MBA-Human Resources)**– Federal Urdu University Of Arts, Science & Technology- Studying in Last Semester
- **Bachelor of Studies (BS) in Mass Communication** –Federal Urdu University Of Arts, Science & Technology

Competencies (Technical & Behavioral)

- ☐ **MS-Office** -Intermediate User (MS-Excel / Word / Power Point)
- **Payroll Software**- TIS, ZKtime 5.0, Star Limton, Roshni Software (Company's Customize Software)
- ☐ **ERP system** - hands on experience.
- **HRIS system** - Knowledge and also working in similar software.
- **Emotional intelligence** – being able to understand and manage my own and other's emotions.
- **Team Player** – being able to work with others in groups and teams, both formal and informal.
- **Problem solving and decision-making** – working with others to identify, define and solve problems, which includes making decisions about the best course of action.