**Mohd Sheeraz Khan**

HOUSE#54 AREA 37/a LANDHI 4

KARACHI.

CELL#0341-0290695



**HR /ADMIN /COMPLIANCE ASSISTANT VISTA APPAREL (PVT) Ltd**

JUNE 2014 To till

**Major Responsibilities as a HR & Compliance Assistant.**

* Preparation of Documents for Compliance Audit.
* To analyses department men power.
* Maintaining Employees personal file and documentation.
* Enter new hire employee number in the HRMS data base system.
* Preparing documentation employees Transfer, Promotions and Terminations.
* Look after all the operational and official works related to Office.
* Look after application of HR, Payroll of the company.
* Handling employees Full and Final settlement, Gratuity etc.
* Preparing **350** Employees payroll.
* To update daily attendance status.
* To update employee leave in HRMS data base system.
* To check daily late comer and over time employees and staff.
* To check employee loan and advance and other allowances monthly.
* Disburse of salary & overtime.
* Preparation of new employee’s card.
* Maintain SESSI & EOBI monthly sheets and maintain records.

**Major Responsibilities as an ADMIN Assistant.**

* To check fire and safety equipment for compliance audited.
* To arrange the company transport for workers. And maintain buses attendance sheet and preparing of bills.
* To arrange water tanker and preparing bills.
* Issuance of Notices.
* Dealing with Workers for Problems Related to admin matters.
* Supervision of housekeeping and Security.

**Professional Skills:**

Attend Workshop on Training of **Fire Safety & First Aid Training**.

**Education:**

* Matriculation in 2013.From Karachi Metric board.
* I Com From Karachi Intermediate Board.

**Software Skills:**

* Microsoft Office
* Microsoft Internet Explorer.
* In page.
* FoxPro

**Personal Profile:**

Father Name : Sharfuddin

Date of Birth : 19 Dec 1995

C.N.I.C No : 42201-5026577-5

Marital Status : Single

Nationality : Pakistani

Language : Urdu/English

**Reference:**

Provided upon Request.