

## **Ahsan Ellahi Zaheer**

**Date of birth :** 23 Mar 1987

**Marital status:** Married



### **Address**

**Permanent:** House # 127 New Housing Scheme near Girls Degree Collage Liaquat Pur (Distt Rahimyar Khan)

**Current:** New Town Near Al Noor Marriage Hall Suraj Maini Road Pull Wasal Wala Multan.

### **Contact**

**Tel :** 03088617130, 03181621881

**E-mail :** mianzaheer1987@gmail.com

### **MAJORS**

**Human Resource  
Management**

### **FIELD OF INTEREST**

HR Functions especially Pay  
Roll

### **Professional Summary:**

**Motivated and results-driven HR professional with more than 10 years' experience seeking to join a progressive organization where I can contribute my experience, energy, and skills. Highly organized, efficient, and adaptable with strong time management and interpersonal skills. Known for a proactive approach, attention to detail, and a positive, team-oriented attitude.**

### **Education**

| YEAR | DEGREE   | INSTITUTE                          |
|------|----------|------------------------------------|
| 2010 | MBA(HRM) | The Islamia University, Bahawalpur |

### **Work Experience**

#### **Army Welfare Trust ( Askari Guards Pvt Ltd) from Mar 2011 to Continue as Snr HR Officer**

- Lead a team of 6 HR and administrative staff, overseeing the full spectrum of human resource management and office administration functions
- Manage the entire recruitment process, including job advertising, candidate sourcing, interviewing, and collaboration with recruitment agencies.
- Coordinate with government institutions on employee-related matters such as EOBI, Social Security, and statutory benefits.
- Handle HR functions related to employee payroll, training, and development.
- Prepare and process monthly payroll for over 2000 employee's incl Offrs and Staff using the SAP system.
- Develop and implement employee benefit programs for workforce needs.
- Conduct annual performance appraisals for officer's and staff , ensuring alignment with organizational goals.
- Communicate company policies, procedures, and benefit information to employees through written and verbal channels.
- Preparation and submission of group life insurance claims for employees in case of accident and death of any.
- Preparation health insurance and OPD claims for officers and staff.
- Maintain attendance and leave records for all officers and staff.
- Ensure compliance with labor laws, liaising with legal advisors, and representing the company in court matters when required.
- Conducted interviews to select qualified candidates for suitable positions within the organization, based on the specific requirements of the role.
- Oversee onboarding of new hires, ensuring delivery of training and orientation on company policies, safety protocols, and compliance standards.

#### **Employee Relations & Engagement**

- Conflict Resolution: Handle any employee grievances or conflicts, particularly regarding work conditions, schedules, or incidents involving clients.
- Employee Motivation: Promote a positive work environment by organizing team-building activities and fostering a culture of respect, safety, and professionalism.
- Disciplinary Action: Enforce company policies, issuing warnings or taking corrective actions for any employee misconduct, especially if it pertains to performance or behavior in high-security environments.

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### **Training & Development**

- Training: Ensure that officers and staff receive regular and mandatory training for smooth working.
- Ongoing Development: Provide opportunities for continuous professional development to enhance skills, including management training for staff or leadership development programs.

### **Performance Management**

- Employee Evaluations: Regularly assess employee performance, providing feedback, coaching, and setting measurable goals.
- Promotion & Succession Planning: Assist in identifying top performers who may be eligible for promotions or leadership roles within the security team.
- KPIs & Metrics: Use key performance indicators to measure success and areas for improvement, ensuring that the company meets its goals.

### **Payroll & Benefits Administration**

- Salary & Wage Management: Oversee payroll processing, ensuring that all employees are paid accurately and on time, including overtime for staff by using SAP system.
- Benefits Enrollment: Administer employee benefits programs, such as health insurance, retirement plans, and any additional perks that are available to staff.
- Leave Management: Manage requests for vacation, sick leave, and other types of leave, ensuring compliance with company policies and legal requirements.

### **HR Reporting & Documentation**

- HR Reports: Create regular HR reports related to turnover rates, staffing needs, training effectiveness, and employee satisfaction.
- Documentation & Compliance: Ensure that all HR documentation (employment contracts, incident reports, etc.) is completed accurately and stored properly.

### **Technology & HR Systems**

- HR Software Utilization: Utilize HR management software like HRIS, IRIS, SAP system, Smart Team app to track employee performance, manage schedules, and store documentation.
- Timekeeping & Attendance Systems: Implement and manage systems to track employee attendance and working hours for staff working various shifts.

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### **Projects / Reports**

- |                                |                                     |                    |
|--------------------------------|-------------------------------------|--------------------|
| • Motivation of Employees      | • Research on Performance Appraisal | • HR Policy Making |
| • Health, Safety & Environment |                                     |                    |

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### **Activities / Achievements / Skills**

- |   |                         |
|---|-------------------------|
| • English Language  | • MS Office             |
| • Strong communication written, reading and speaking skills | • SAP, ERP, HCM Skills  |
| • Leadership Skills   | • Administrative Skills |
| • Man management & HR skills                                |                         |
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Dear Sir/ Madam,

I am looking forward to join a progressive Organization, where I can utilize my experience, energy & skills to add glory to the Organization and at the same time achieve growth in my career. Highly organized and efficient person, with a thorough and precise approach to projects which has produced excellent results to date. An agile and enthusiastic personality with an ability to manage own time effectively, and priorities workload. I am friendly and approachable with excellent interpersonal relations skills.

Have experience of more than 10 years of man management and other administrative jobs related to Human resource and material management.

following :-

- Recruitment and selection of Resource person.
- Employment law for the staff and management of more than 2000 individuals including future employment of staff.
- Crafting HR policies to create an Employee friendly work environment to get the maximum out of the workforce
- Organizational designing, hierarchy and defining perimeters.
- Defining Job description of newly hired staff.
- Laying down perimeters for newly appointed staff.
- Performance Management and appraisals of staff.
- Training career growth of staff.
- Maintaining updated performance dossier of all staff.
- Compensation and benefits plan development.
- Strategic planning and alignment of organization.
- Budgeting supervising Pays allowances of staff.
- Maintaining supervising all Cash/non cash transactions.
- Administration coordination of internal offices.
- Directing/ inspecting all the documentary records of stores held on charge.
- Implementing and enforcing organization discipline.
- Promoting team work by self-example and leading from the front.

Looking forward for a positive response. Thanks in anticipation and warm regards.