



MUHAMMAD ASIF

Experience:

Parazelsus Pakistan (Pvt.) Ltd.

(September 2011 - Continue)

parazelsus

Parazelsus is a multinational pharmaceutical distributor of Novartis Pharma Pakistan Ltd., and others having 14 branches all over Pakistan.

✓ HR Officer

- Recruitment and selection of candidates according to requisition.
- Conduct Initial & final Interviews also arrange with managers if required.
- Negotiation of salary packages with candidates.
- Completion of hiring documents for new employees.
- Execution of staff orientation program and their training if required.
- Supervise third party payroll, expenses, incentives & their overtime.
- Monitor attendance of all staff by the help of Limton software.
- Coordinate with outsource client as per requirement.
- Proper record keeping of job applications and CVs.
- Management of payroll data in excel's self formatted worksheets.
- Incentive, overtime and expense calculations for eligible staff.
- Process and follow-up for reimbursements of medical claims.
- Calculation of bi-monthly delivery van's fuel and rent expenses.
- Look after mobiles billing and their deductions.
- Maintain vacancy sheet, update and report time to time.
- Employees outstanding and LWOP deductions.
- Completion of annual appraisal forms for operation and sales staff.
- Search for new eligible candidates time to time for various positions.
- Filling of documents as per requirement.
- Leave application maintenance and adjustment of leave categorically.
- Track and report for sales team on daily, weekly and monthly basis.
- Finalize full and final settlement of ex-employees.
- Separation of employees and take exit interviews and clearance.
- Preparation of monthly fluctuation report.
- Distribution of pay slips among employees.
- Resolves any other issues related to staff.

Academics:

- **MBA** – 2011
CGPA 3.3
from Dadabhoy Institute of Higher Education, Karachi.
- **B.Com** – 2007
(2nd Division)
from University of Karachi.
- **Diploma in IT** - 2001
from Petroman Institute of Computer Technology, Karachi.
- **HSC** (Intermediate) - 2000
from Govt. College For Men Nazimabad, Karachi.
- **SSC** (Matriculation) - 1998
from Guardian Public School North Karachi.

Personal Details:

- **Father's Name**
Muhammad Farooque (late)
- **Address**
House No. L-557, Sector 5-C/2,
North Karachi, Pakistan
- **Contact**
0092 300 289 6181
- **CNIC**
42000-3747119-1
- **DOB** 08 March 1980
- **Passport** CL1881191
- **Email**
getasifnow@hotmail.com
- **Skype** masifxp
- **Religion** Islam
- **Nationality** Pakistani
- **Marital Status** Married

Reference:

Will be furnish, if required.

Indus Steel Pipes (Pvt) Ltd.

(December 2004 - March 2011)

ISPL

A Spirally & Electric Welded (Galvanized & Coated) Steel Pipes Manufacturing Company based in Karachi and it was a part of D. Baluch Group of Industries (Pvt.) Ltd.

✓ Assistant to CFO / GM Finance

- Cash flow management.
- Payroll verification and finalization.
- Making of dispatch reports.
- Keep up-to-date schedule for meetings.
- E-filing of sales tax statements.
- Daily vouchers feeding in system software.
- Correspondences with banks and other clients.
- Reporting to the seniors regarding financial matters.
- Handling of international calls, if required.

Faruq Ali & Co., Chartered Accountants

(May 2003 - December 2004)

FARUQ ALI & CO.
CHARTERED ACCOUNTANTS

✓ Computer Operator

- Compiling of all audited accounts in data base.
- Preparation of audited Financial Statements of all clients in system.
- Correspondence with clients and handle the official matters.