**Faizan Sattar** : 0345-2887111

: [Faizansattar75@gmail.com](mailto:Faizansattar75@gmail.com)

pk.linkedin.com/in/faizansattar

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| **Summary** |

A competent and astute professional with strong analytical skills coupled with core understanding and progressive career acquired through more than 5 years of diversified experience in the field of Human Resource & Admin, Employee relation. Demonstrated success and displayed competency in handling the gamut of HR & Admin functions. I have also been experienced in all aspects of customer relationship management. Direct experience with customer support..

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| **Experience** |

**Liaquat National Hospital & Medical College ****

**Working as a HR-Payroll Officer from (16/Apr/2015 To Present)**

**KEY RESPONSIBILITIES:**

* Assisting in the preparation of monthly payroll of **3000** plus regular employees, daily wages staff & trainees.
* End to end processing of company payrolls (weekly, fortnightly and/or monthly).
* Preparation of statutory payment of SESSI (Sindh Employees Social Security Institution) and EOBI. Register new employees in EOBI.
* Preparation of monthly reconciliation of all payments & deductions.
* Processing of overtime payments.
* Costing of budgets including salary, overtime, SESSI and EOBI.
* Updating and maintaining payroll records
* Kept track of Full & Final settlements of Separate-employees (clearance, recoveries, payment etc.)
* Preparing and processing timely distribution of salary, increment/confirmation Letters, and full and final settlements.
* Processing of termination payments.
* Co-ordination with the Bank and asst. in A/c Opening.
* Resolving grievances or queries of employees.
* Liaising with staff and management on payroll related queries

**ePlanet Communications (Pvt) Ltd **

**Worked as a Sr. HR Executive from (13/Jan/2014 To 15/Apr/2015)**

**KEY RESPONSIBILITIES:**

* .Required to work on key organizational documents including inductions and HR policies.
* Ensuring compliance of company policies and standards.
* Responsible for over viewing the process of the selected candidates, including giving them offer letters, job description etc
* Conducting employee orientation and facilitating new comers joining formalities.
* Build strong relationships with department managers.
* Sending Official Memos to team.
* Responsible for day to day HR issues across the organization
* Assisted HR service manager in day to day activities.
* Handled employee health insurance issues and performs timely addition and deletion activities.
* Maintaining employee leave record and sending leave status reports.
* Assist in Performance Appraisal and Review of employees.
* Assist to ensure continuous up-gradation of employees and ensure optimized utilization of resources.
* Keeping HR filing and documents up to date.
* Conducting Exit interviews for employees.
* Preparing and processing timely distribution of salary, increment/confirmation Letters, leave encashment and full and final settlements.
* Kept track of Full & Final settlements of separate employees (clearance, recoveries, payment etc.)
* Resolving grievances or queries of employees.
* Coordinate with Admin for employee recreational activities like birthdays, picnics etc.
* Perform other duties as instructed by the manager.

**Muslim Commercial Bank LTD **

**Worked as a Officer Grade IV (OG-IV) from (25/March/2011 To 14/Jan/2013) in Barkat-E-Haidary Branch.**

**KEY RESPONSIBILITIES:**

* Customer service & facilitation.
* Process the Online Request/Funds Transfer Applications.
* Preparing and issue the Pay Order, Demand Draft etc.
* Collection of Clearing Cheques and prepare the required vouchers.
* Handling ATM Issuance & Record Maintenance.
* Accept cash and checks for deposit and check accuracy of deposit slip.

**Worked in Central Processing Unit (CPU) Sub Department Of Centralize Operation Division (COD) engage with Clearing Activity and Accounts Opening & Services Unit.**

**KEY RESPONSIBILITIES:**

* Detailed MIS preparation for record keeping and management review.
* Monthly reports for management review and performance checking.
* Scrutiny of individual accounts opening forms with their documents as per requirements of SBP.
* Scrutiny and processing of cheques on Symbols system.
* Electronic archival of Client and attached documents.
* Client generation as well as open the Accounts through symbol software.

**Sir Syed University of Engineering and Technology **

**Worked as a HR Officer from (15/Jan/2010 to 20/Feb/2011)**

**KEY RESPONSIBILITIES:**

* Responsible for day to day HR issues across the organization.
* Required to work on key organizational documents including inductions and HR policies.
* Provided cover and support across the team as required.
* Assisted HR service manager in day to day activities.
* Keeping HR filing and documents up to date.
* Resolving grievances or queries of employees.
* Sending Official Memos to team.
* Perform other duties as instructed by the manager.

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| **Academics** |

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| **QUALIFICATION** | **MAJOR SUBJECTS** | **YEAR** | **INSTITUTIONS** |
| Master Of Human Resource Management | Human Resource Management | 2015 | University of Karachi |
| Master Of Commerce  (M.COM ) | Finance | 2012 | University of Karachi |
| Bachelor Of Commerce  (B.Com) | Accounting, Management, Statistics, Auditing & Marketing | 2009 | [Federal Urdu University of Arts, Sciences & Technology](http://www.fuuast.edu.pk/) |
| Intermediate in Commerce  (HSC) | Commerce | 2007 | Govt. Deg College 7D/2 |
| Matriculation in science  (SSC) | Science | 2005 | P.F Model Secondary School |

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| **SKILLS** |

Computer: Microsoft Office, Windows 7-8, Windows-XP,

Internet: Browsing, Surfing  
Languages: English, Urdu

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| **Key Highlights about Me and Personal Experiences** |

Adjust to any environment quickly, always willing to learn and ready to gain experience of whatever kind, always enjoy company with mates, confident and brave, encourage people to complete their task, always willing to help, self-groom, self-motivated, Develop-Lead-Inspire, Create-plan-manage-implement, quick learner, ready to take risk, plan things before to ensure its success, reading ability help me to understand situation nicely, Tolerant and flexible to different situations, Project management skills, Influencing, leading, negotiating and delegating abilities.

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| **Additional Information** |

**Home Address**: House # L-346, Sector 11-L, North Karachi. Karachi. **Marital status:** Single

**NIC:** 42000-3457962-9 **Date of Birth**: 07-12-1988 **Nationality**: Pakistani

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| **REFERENCE** |

Will be furnished upon your request