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**CURRICULUM VITAE**

Email: M.yasir013@yahoo.com

Tel: 0314-2015512

0333-3741192

**MUHAMMAD YASIR**

**MAILING ADDRESS:**

House No A-2599, Gulshan-e-Hadeed Phase 2 Bin Qasim Town Karachi

**OBJECTIVE**

To effectively utilize and develop my skills and contribute positively to the growth of

the organization.

**PROFESSIONAL EXPERIENCE**

**SOORTY Enterprises (Pvt) Ltd. (Denim Division)**

**ASSISTANT HR & ADMIN (JAN-2015 TO TILL DATE)**

SOORTY Denim is one of the leading manufacturers& Exporters of Denim Fabric & Garments.

**Responsibilities:**

* Monitor daily attendance.
* To oversee staff attendance in MTX20 Limton software.
* Proper management of payroll data in MS Excel’s self-formatted worksheets.
* To Conduct Interviews & Completion of CV & other personal documents
* Issuance of Appointment Letter / Transfer & Confirmation letters of employees.
* Calculation & Preparation of Bonus, Increment, Leave encashment, Promotion calculations & any other benefit to employee as approved by management.
* Processing Loan applications.
* Prepare Electrical & Boiler Challan.
* E.O.B.I. (Employee Old-Age Benefit Institution).
* S.E.S.S.I. (Sindh Employee Social Security Institution).
* Complete Knowledge of HRMS (Oracle).
* Assist in F&F Settlement Activity.
* Manage Shift Change Process after receiving Shift rosters from departs.
* Managing Leaves i.e AL,CL,SL.OSL,PSL & half day Leaves.
* Prepare Salary Arrear Sheets.
* Responsible for Monthly Payroll (Contract Employees)
* Assists in the implementation of the Employee Separation process; Resignations, terminations, exit interviews and general clearance.

**INTERNSHP**

* Six week Internship in 2013 at MCB Bank Port Qasim Branch.
* Six week Summer Internship in 2012 at Pakistan Steel Mills.

**COMPUTER SKILLS**

Have A Good Practical Knowledge of The Following:

* MS-Office (Word, Excel & Power Point on latest 2007& 2010)
* Internet/Email
* Outlook Express

**ACADEMIC QUALIFICATION**

KASB Institute of Technology (KASBIT), Karachi

* Masters of Business Administration
* In Progress (Expected in March-2016)

KASB Institute of Technology (KASBIT), Karachi

* Bachelor of Business Administration (BBA), 2014
* Cumulative GPA : 3.28 ( 1st Division )

Government Degree Boys College Korangi Karachi

* Intermediate (Commerce) in 2009

Darul uloom Secondary School Korangi Karachi

* Matriculation (General) in 2006

Hafiz e Quran

* Jamia Bab u rehmat Madrasah in 2002

**CERTIFICATE & TRAINING**

* Three months certification course in **MS-Office**.
* 03 Months Attended Company Program of Entrepreneurship with INJAZ PAKISTAN in 2014.

**INTERESTS**

* Read Story Books and explore new horizons through books and the internet.
* Playing and watching cricket.

**PERSONAL**

Father’s Name : Muhammad Tariq

CNIC # : 42501-41246615

D.O.B : 12-09-1989

Gender : Male

Marital Status : Single

Nationality : Pakistani

**REFERENCE**

Available Upon Request