

HARIS BUTT

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SUMMARY

Detail-oriented and proactive with hands-on experience in payroll management, employee data handling, customer service, and data entry. Strong command of Microsoft Office and HR software systems, coupled with excellent communication and documentation skills. Committed to supporting organizational efficiency through accurate data management and effective communication practices. Currently pursuing a Bachelor's degree in Business Administration, combining academic knowledge.

CORE COMPETENCIES / SKILLS

Human Resource & Payroll Skills | Payroll Processing (MS Excel & BLP Software) | Time & Attendance Management | Employee Data & Record Keeping | Salary Sheet & Allowance Calculation | HR Documentation & Compliance

Technical & Software Skills | Microsoft Office Suite (Excel, Word, Outlook) | HR & Payroll Software (BLP) | Internet Browsing & Online Research | Email Handling & Workplace Tools | Digital Record Maintenance

Customer Service & Communication Skills | Inbound/Outbound Call Handling | Conflict Resolution & Issue Handling | Client & Driver Coordination | Customer Satisfaction Management | Interpersonal & Verbal Communication

EDUCATION

Bachelor of Business Administration (BBA) | Iqra University | 2022 – Present

Intermediate (Pre-Engineering) | St. Patrick's College | 2020

PROFESSIONAL EXPERIENCE

HR Officer | EMS Enterprises | 2024 – Present

- Prepare and manage payroll in compliance with labor laws using MS Excel and BLP Software.
- Handle bonuses, advances, and allowances of staff and production employees.
- Collect and maintain daily, weekly, and monthly timesheets through internal company software.
- Responsible for preparing salary sheets, payroll documentation, attendance cards, and employee records.
- Perform administrative and clerical tasks, including data entry and document organization.

Data Entry Intern | Maria Edibles, Karachi | June 2023 – August 2023

- Entered and updated company data with high accuracy and attention to detail.
- Assisted in the systematic organization and maintenance of data records.
- Supported general administrative activities and ensured data integrity within the database.

Customer Service Representative | MAK Enterprises (Fortune Transportation) | April 2022 – November 2022

- Ensured smooth communication and coordination between customers and drivers.
- Handled inbound and outbound calls, responding promptly to customer and driver inquiries.
- Facilitated issue resolution and maintained a high level of customer satisfaction