

# Salman Ali

## **Payroll Specialist & Expertise in HR & Admin Operations**

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Management Skills; Leadership; Motivational Skills; Strong Communication Skills; Multitasking; Customer Service; Problem Solving Skills; Creativity; Ability to Work Well Under Pressure; Performance Management; Ability to Foster Teamwork; Organization; Ability to Educate Others; Basic Computer Skills; Attention to Detail

## Work Experience

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### **Senior Human Resource Executive**

Hashmanis Group of Hospitals - Karachi

October 2021 to Present

- Human Resources Assignments are:

Develop HRIS system as per company policy with include all HR Operations.

Designed monthly salary payroll and overtime payroll structure.

Generate monthly salary payroll on system.

Prepare monthly payroll CIP for payroll process & audit observations.

Prepare payroll comparative between current and previous payroll.

Arrange Employees awareness session regarding HR polices and procedure.

Generate pay slips with all employees allowances and deductions on system & advance excel.

Generate monthly time sheet report for management regarding habitual late employees.

Prepare full & final settlement of exit employees with all department clearance and all employees benefits.

Generate monthly attrition report for departmental head and management.

Generate monthly all employees leave status report of all previous month with employees consumed and remaining leave balance.

Process monthly employee's probation & confirmations evaluation and make it report.

Generate health and life Insurance yearly quotation request & provide to employer three difference insurance companies quotation for selection.

Prepare health & life Insurance Addition, Deletion ,Changes and reimbursement report on monthly basis for departmental head and management.

Responsible to be implementing strategy to build control and efficiency in daily routine HR activities.

Escalate Employees Monthly Performance Assessment Department wise for employee of the month.

Supervise departmental coordination regarding HR queries.

Supervise & internal audit employee's personnel file records as per HR policy.

Supervise & delegating tasks to HR team.

Generate employees job description on company format.

Generate employees job specification on company format.

### **Assistant Manager HR/Admin**

Advanced Laboratories Pvt Ltd - Karachi

October 2020 to September 2021

- Human Resources Assignments are:

Develop HRIS system as per company policy with include all HR Operations.  
Designed monthly salary payroll and overtime payroll structure.  
Generate monthly salary payroll on advance excel.  
Generate overtime payroll on advance excel.  
Prepare monthly payroll CIP for payroll process & audit observations.  
Prepare bank advice of all employees salaries for uploading bank software portal for disbursement on their bank account.  
Organize bank account opening session between the bank team & employees.  
Generate pay slips with all employees allowances and deductions on advance excel.  
Organize out of city employees salaries payment mode with dispatch process.  
Generate monthly time sheet report and escalate to all departmental heads.  
Prepare full & final settlement of exit employees with all department clearance and all employees benefits.  
Generate monthly attrition report for departmental head and management.  
Generate monthly all employees leave status report of all previous month with employees consumed and remaining leave balance.  
Process monthly employee's probation & confirmations evaluation and make it report.  
Generate health and life Insurance yearly quotation request & provide to employer three difference insurance companies quotation for selection.  
Prepare health & life Insurance Addition, Deletion ,Changes and reimbursement report on monthly basis for departmental head and management.  
Organize health & life insurance employees awareness session and raise awareness of this facility to all employees.  
Responsible to be implementing strategy to build control and efficiency in daily routine HR activities.  
Escalate Employees Monthly Performance Assessment Department wise for employee of the month.  
Supervise departmental coordination regarding HR queries.  
Supervise & internal audit employee's personnel file records as per HR policy.  
Supervise & delegating tasks to HR team.  
Generate employees job description on company format.  
Generate employees job specification on company format.

- Administrative Assignments are:

Employees EOBI and SESSI registration on EOBI & SESSI web portal.  
Generate EOBI Addition Deletion ,Changes report and process monthly payment procedure.  
Generate SESSI Addition, Deletion ,Changes and reimbursement report and process payment procedure.  
Introduce PSO fuel cards and registered this company on PSO records and release fuel cards for usage of company generators and vehicles.  
Generate monthly fuel consumption report of generator & vehicles and submitted to finance for payment procedure.  
Prepare sim connections issuance report of multiple network for management.  
Prepare sim connections payment summary and reconcile with current employees for payment procedure.  
Responsible to be implementing strategy to build control and efficiency in daily routine admin activities.  
Email correspondence with venders.

## **Human Resources Executive**

Community Health Solutions Pvt Ltd - Karachi

January 2017 to October 2020

Human Resources Assignments are:

Process & Implemented HRIS system as per company policy with include all HR Operations

Implemented an onboarding and off boarding process utilizing HRIS software and manual.

Generate monthly salary payroll on advanced excel & HRIS.

Generate Monthly KPI Payroll on advanced excel & HRIS.

Generate Overtime Payroll on advanced excel and HRIS

Prepare monthly payroll CIP for payroll process & audit observations.

Organize out of city employees' salaries payment mode with dispatch process.

Prepare full & final settlement of exit employees with all department clearance and all employees benefits.

Generate monthly attrition report for departmental head and management.

Reconcile employees and employer Provident Fund contribution with payroll and make it report.

Generate monthly all employees leave status report of all previous month with employees consumed and remaining leave balance.

Process monthly employee's probation & confirmations evaluation and make it report.

Generate health and life Insurance yearly quotation request & provide to employer three difference insurance companies quotation for selection.

Prepare health & life Insurance Addition, Deletion ,Changes and reimbursement report on monthly basis for departmental head and management.

Organize health & life insurance employees awareness session and raise awareness of this facility to all employees.

Responsible to be implementing strategy to build control and efficiency in daily routine HR activities.

Recruiting process and employment orientation for awareness of company policy & practices.

## **Education**

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### **B.Com in Commerce Group**

University of Karachi

### **Intermediate in Commerce**

Board of Secondary Education - Karachi, PK

### **High School in Science**

## **Skills**

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- Payroll Specialist (3 years)
- HRIS (3 years)
- HR & Admin Operations (3 years)
- Communication Etiquettes
- English Speed 50wpm (3 years)
- Microsoft Office (9 years)