

Atiq Ur Rehman

Account Manager - HR



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H#B98 Block 5 Metroville
Site Karachi, Pakistan

EXPERIENCE

Account Manager HR

HTA Head Office
Shahrah e Faisal Karachi

July 2021 – till dated

- Prepare the monthly payroll process for 1500 contractual employees of Multiple Industries (Unilever, Upfield, Ekaterra, Roche Pharma, NJI, and Dawood Group).
- Monitor and verify all payments including salary and allowances for monthly payroll processing and ensure that all payments/deductions being made are correct and according to the policies.
- Process E.O.B.I, E.S.S.I, Income Tax and registration on monthly basis and maintain record as well.
- Look after employee's health and life insurance and liaise with insurance companies for routine matters, registration and maintain record as well.
- Issue all Letters including (Offer Letter, Appointment Letters, Increment Letter, Warning Letter, Experience Letter, Transfer Letter, Termination Letter, and Acceptance Letter).
- Responsible for ongoing HR activities including, Confirmation of employees, Retirements, Contract renewals and leave management.
- Recruitment & Onboarding process.
- Implementation (In-house) HRMS system and coordinate with team to sort out troubleshoot.

HR Coordinator

The City School
Gulshan Campus B

Nov 2020 – July 2021

- Assisting in talent acquisition and recruitment processes.
- To maintain staff attendance, leave & loans records.
- Assists with the preparation of the performance review process and appraisal
- Files documents into appropriate employee files.
- Performs other related duties as assigned

Junior Officer HR & Admin

Searle Pharma
Site Karachi

Oct 2016 – Oct 2020

- Prepare and finalize the 3rd Party attendance & overtime pay-roll.
- Enroll, Update the employees in MIS of new joiners.
- Prepare 3P employees turnover report of weekly & monthly basis.
- Handling mail and memos regarding third party.
- To assist executive in Internship/MTO programs.
- Assisting in compiling the performance appraisal data for TNA and appraisal.
- Look after the building integration system.
- Maintain all log book (like cameras status, playback report, inventory, time & date).
- Operate the fire panel & maintain the fire drilling report.

EDUCATION

BBA (HR)

FUUAST
2018-2022

HSC (Intermediate)

Govt. Formen College
2015-2017

SSC (Matric)

AR Public Academy

Certification:

SAP – (Financial and Controlling Module)
CTV & Fire Alarm - Surveillance System
CIT (Certificate in Information Technology)

SKILLS

Strategic Thinking & Planning
HRMS / Time Trax
Adv. Excel / Analytics

Hobbies

Book Reading
Football
Video Games

REFERENCE

Aamir Khan

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Ghulam Mehmood

Sr. HR Manager Operation - Searle

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