

ZAMEER AHMED

0345-3363686

Flat# C-17 Block-C Sector 10 Bagh-e-Korangi Karachi, Pakistan.

OBJECTIVE:

To take a step forward in my career by joining a state of the art corporate organization where I have the opportunity to work in a versatile, competitive and performance oriented environment.

SUMMARY OF QUALIFICATION

- Expertise & demonstrated skills in Leadership & behavior management.
- Excellent interpersonal & relationship building skills. Able to communicate clearly & effectively with adolescent in high stress or emotional situations.
- Exhibits sensitivity to a variety of culture respect & value diversity.

PROFESSIONAL EXPERIENCE:

July 2020 to Present Sr. Officer HR at Nelson Paint Industry (Pvt). Ltd.



- Attendance Management
- Advances & Staff Ledger Audit
- Payroll Making to Finalize
- Bank Salary Transfer
- Staff Monthly Advances & Loan Process
- Hiring Process
- Staff Orientation & Awareness Regarding Policy
- Staff Medical Claims
- Staff Expense Claim (Audit with Tracking Report)
- Bonus & E.L Working
- Policy Drafting
- Memo Drafting and email to all staff in Public Holidays, Condolence & Policy/SOP Announcement.
- Cash Salary Disbursement
- Events / Activates (Sports, Picnic, Indoor Activities)
- I.R Benefits & Claims to Staff (SESSI, EOBI, Funeral Charges, Scholarship, Jahez Grant, Death Claim, Pension).
- Full & Final Settlement
- ACR (After Staff Probation)
- Appraisal & SWOT Analyses
- Compensation & Benefits

June 2019 to July 2020 HR Assistant Payroll at HR First (Pvt). Ltd.



- Payroll Management
- Salary Processing
- EOBI Contribution addition & deletion in Portal
- SESSI Contribution addition & Deletion in portal
- Invoicing
- Tax Deduction
- Recruiting & Selection

- Meeting with Clients
- Employee maintain Files & Record
- New Hiring Processing (Offering to Joining)

Oct 2017 to Dec 18 HR Admin (Work Force Administrator) at HRSG Outsourcing.



- Attendance Management
- Work Force Management
- Induction Programs
- Salary Disbursement
- Administration
- Recruiting
- Payroll Management
- Maintain Employees Record

Further Task:

- Monthly Payroll Audit
- Documentation
- Employees Roaster Update
- Solve Audit Quires

Feb 2017 to Oct 2017 Phone Banking Officer at United Bank Ltd, Karachi-Pakistan.



- Call Handling.
- First Call Resolution to Customer.
- Resolve Different Queries of Customers.
- Email to Back Hand.
- Generate Complaint.

Feb 2016 to Sep 2016 Field Supervision Officer NRSP / UPAP



- Field Supervision.
- Works in Credit.
- Recovery.
- Maintain documentation.
- Achieve Monthly Recovery Target.
- Achieve Appraisal Target.
- Survey

EDUCATIONAL QUALIFICATIONS:

Degree	Board/University	Majors	Div./GPA
MA	University Of Sindh	Economics	3 rd Div
BA	University Of Sindh	Arts	2 nd Div
Intermediate	Hyderabad Board	Pre-Medical	2 nd Div

Matric	Hyderabad Board	Science	B Grade
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PROFESIONAL SKILLS:

- Management
- Communication & Presentation Skills
- Team management skills

OPERATING SYSTEM & SOFTWARE SKILLS:

- Software knowledge:
- Decibel & Ms. Office
- Solution driven level
- Expert in Excel

PERSONAL DETAILS:

Father's Name:	Moula Bakhsh
Born:	01-01-1990
N.I.C #:	41504-0442477-1
Marital Status:	Married
Nationality:	Pakistani

REFERENCE:

Will be furnished on demand.