



Muhammad Hassan Gigani

HUMAN RESOURCES PROFESSIONAL

👤 Profile

Human resources representative with experience managing employee benefits, employee hiring and on-boarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at building and maintaining relationships, representing shared company values and managing employees across all levels of an organization. Proficient with HRIS and benefits management.

💼 Employment History

Deputy Manager Payroll at HR First Pvt. Ltd

October 2022 — Present

1. Managing the day-to-day payroll operations of the company, ensuring timely and accurate payroll processing.
2. Overseeing a team of payroll professionals and providing guidance and support as needed.
3. Ensuring compliance with federal, state, and local laws and regulations related to payroll processing and taxation.
4. Reviewing and approving payroll reports, including earnings statements, tax filings, and benefits deductions.
5. Developing and maintaining payroll policies, procedures, and internal controls to ensure accuracy and completeness of payroll records.
6. Collaborating with HR, Finance, and other departments to ensure seamless payroll operations.
7. Investigating and resolving payroll discrepancies and issues.
8. Staying up-to-date with payroll laws, regulations, and industry trends and making recommendations for process improvements.
9. Participating in audits and providing necessary documentation and support.
10. Assisting with ad-hoc payroll-related projects as needed.

Service Delivery Specialist at HRSB-BPO

September 2021 — May 2022

1. Process payroll and maintain personnel salary database.
2. Report daily activities and issues to department supervisor.
3. Work with clients to achieve organizational goals.
4. Address and resolve complaints related to payroll, attendance, loans, leaves, rosters, and employee portal activations.
5. Prepare reports on payroll, budget, and expenses.
6. Process Full & Final Settlements and respond to payroll/benefits inquiries.

Details

Flat No. A-404, Al-Noor Centre,
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Cinema, Karachi.

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Date of birth

24-12-1995

Links

[LinkedIn](#)

Skills

Training & Development

HRIS Technologies

Employee Relations

Employee Recruitment &
Retention

HR Policies and Regulations

Certifications

- Diploma in Information Technology (DIT)
- HTML, CSS, Java Script
- Leadership and Training
- Fire & Safety

Softwares

HRMS

Time Information System

Decibel

Smart HCM

Senior Officer Total Rewards-HR at Scilife Pharma Pvt. Ltd

January 2020 — August 2021

- Manage Separation Management cycle, including close IDs and personal file updates.
- Issue Resignation Acceptance, Full & Final Settlements, Experience Certificates, and Liability letters.
- Handle staff leave and support Attendance Management and Benefit teams.
- Manage cash and process in-patient claims for reimbursement.
- Maintain tracking sheets, manage Personnel File Documentation, and perform assigned tasks.
- Assist AM Compensation with Attendance Management/TIS on a daily, weekly, and monthly basis.

Procurement Manager at Ciba Pharmaceuticals (Pvt.) Ltd

October 2018 — August 2019

- Control procurement budget and promote long-term cost savings.
- Develop and implement strategies for procuring, storing, and distributing goods/services and maintaining stock levels.
- Review contracts with suppliers/vendors for ongoing feasibility.
- Build and maintain long-term relationships with vendors and suppliers.
- Assess total costs of company purchases.

Asst. Marketing Manager at Archi Times / Building Material International

September 2017 — March 2018

Business Analyst at DYS Solutions (Hisaab.pk)

February 2016 — July 2017

Accounts Assistant at City Channel (Pharma Distributors)

January 2012 — December 2015

Education

Bachelors of Commerce, University of Karachi