

MUHAMMAD SHAYAN



GET IN CONTACT

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OBJECTIVE

To become a valuable member of an innovative and competent team in progressive organization with a challenging position in dynamic environment for motivation, achievement and leadership, whereas professional growth are top priority.

ACHIEVEMENTS

- Three promotions in eight (8) months.
- Completed significant projects on time.
- Saved time by coming up with efficient methods.
- Been complimented by Boss or co-workers
- Re-organized something to make it work better
- Identified a problem and solved it.

SKILLS & INTERESTS

- Excellent problem-solving and analytical abilities.
- Proficient User of MS. Office,
- Advanced Microsoft Excel knowledge including Power Query, Index-Match, Pivot Table and Vlookup functions)
- Excellent communication abilities, both verbally and in writing.
- Excellent time management skills with a proven ability to meet deadlines.
- The ability to prioritize tasks .
- The ability to quickly learn the organization's HRIS and talent management systems.
- Interpersonal Skills (Motivation, Honesty, Leadership, Confidence)

WORK EXPERIENCE

HUMAN RESOURCE EXECUTIVE

Esquare Services (Pvt) Ltd | May 2022 – Present

- Preparing and managing clients payrolls (HC 1500+) & invoices using MS Excel as well as HRIS software.
- To incorporate all the changes in the monthly salaries as per the input received from clients in respect of all new inductions, separations, transfers, overtime, increments, leave without pay, allowances, expense and any other changes.
- Preparing and maintaining statutory payments (EOBI & ESSI) on monthly basis and generating voucher through portal.
- Deliver salary invoices to the client and pay slips to the employees deputed at client locations or client's HR representative.
- Record employee information, such as advance salaries, loan provisions and other deductions in order to maintain and update payroll records accordingly.
- Review the input sheet and other information to reconcile payroll discrepancies.
- Managed and update the master data list of employees.
- Organizing the hiring of new employees, checking references.
- Completing the payment process.
- Electronic payments FT and IBFT through bank portals.
- Communication with clients to ensure that employee requirements are met.
- Resolve issues as soon as possible (if arise).

HUMAN RESOURCE EXECUTIVE

Al Hafi Co. Pvt Ltd. | Sep 2021 – Apr 2022

- To monitor all core activities and generate payrolls (H/C 3000+)
- Handling SESSI/PESSI contributions and generate SESSI/PESSI voucher.
- Report employee's data on EOBI portal and generate EOBI voucher.
- Responsible for preparation of contract letters, experience certificates, confirmation letters, NOC and other correspondence related to employee.
- Communication with Clients to ensure their requirement of employee
- Document processing and execution of bank account opening process for new hiring.

INTERN

Toyota – Indus Motor Company Limited | Jun 2021 – Aug 2021

- Internship in Customer First Department.

EDUCATION HISTORY

IQRA UNIVERSITY

Master of Business Administration

- Human Resource Management (HRM) as Major
- July 2022 – Present

Bachelor of Business Administration

- (Honors)
- Jan 2017 – May 2021
- CGPA: 3.09