

# **CURRICULUM VITAE**



## **ABDUL MAJEED**

Address: House # R-11, Ibrahim Villas Phase -II  
Jamia Miliha College Road Malir-15, Karachi.  
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E-mail: arain786@gmail.com

## **OBJECTIVE:**

To work in an organization where I can fully utilized my knowledge to achieve highest efficiency, strive to promote the status of organization and standardize the education level in skilled manners.

## **WORK EXPERIENCE:**

**M/s. SHUJABAD AGRO INDUSTRIES (PVT) LTD** (September 2016 to Till Date)



(EVA Cooking Oil)

### **H.R Executive**

- ❖ Manage HR & Admin in recruitment procedure.
- ❖ Preparation of Monthly payroll.
- ❖ Managed time & attendance records for payroll.
- ❖ Placing JOB advertisement & coordinate the interview of selected applicants with respective department.
- ❖ To prepare offering letter & appointment letter for successful candidates.
- ❖ To manage HR policies, procedure & process in line with company guidelines & local laws.
- ❖ To provide the new hiring necessary guidance & elaboration on HR policies.
- ❖ To monitor & control news hires with the approved manpower.
- ❖ To monitor the maintenance of personnel records.
- ❖ Preparation of monthly expenses for sales Team.
- ❖ Managed Staff Health Insurance.
- ❖ Miscellaneous Worked for Admin.
- ❖ Managed SESSI & EOBI Payment.

➤ **M/s. SHUJABAD AGRO INDUSTRIES (PVT) LTD**  
(September 2012 to August 2016) (EVA Cooking Oil)

i. Designation  
**Account assistant**

#### Key Responsibilities

- ❖ Bank Reconciliations,
- ❖ Supplier Payments,
  
- ❖ Issuance of Bank Payment Voucher, General Entries & Receipt Vouchers
- ❖ Issuance of Delivery Order
- ❖ Issuance of Sales Tax Invoice,
- ❖ Follow up on Receivable & Payable
- ❖ Miscellaneous task assign my Line Manager
- ❖ Monthly Audit at Factory



- **M/s. YARN MERCHANTS** (1<sup>st</sup> September, 2008 to 31<sup>st</sup> August 2012)  
(SALE AGENT OF SAPPHIRE TEXTILE MILLS LTD)

#### Designation

##### **H.R Officer**

- ❖ Manage HR & Admin in recruitment procedure.
- ❖ Preparation of Monthly payroll.
- ❖ Managed time & attendance records for payroll.



- **M/s. YARN MERCHANTS** (6<sup>th</sup> June, 1998 to 31<sup>st</sup> August 2008)  
(SALE AGENT OF SAPPHIRE TEXTILE MILLS LTD)

#### Designation

##### **Account Assistant**

#### Key Responsibilities

- ❖ Issuance of Sales Tax Invoice,
- ❖ Issuance of Bank Payment Voucher, General Entries & Receipt Vouchers
- ❖ Issuance of Delivery Order
- ❖ Miscellaneous task assign my Line Manager

### **QUALIFICATION:**

Degree	Year		Board
Graduation	1993	Commerce	University of Karachi
Intermediate	1989	Commerce	HSC Karachi
Matriculation	1984	Science	SSC Karachi

### **COMPUTER SKILLS:**

- Human Resource Management Course From Skill Development Council Karachi
- Advance Excel
- SQL
- DELPHI
- FOXPRO
- 6 Month Microsoft Certified IT Professional Course

### **PERSONAL INFORMATION:**

Father's Name : Muhammad Latif

C.NIC No : 42501-1562645-5

Domicile : Karachi

Religion : Islam