

ALI MURTAZA

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CAREER OBJECTIVE

Secure a responsible position in the HR department, sharing my 6 years of experience in H.R Operations & Payroll, I have certified H.R Professional with advance excel expertise (Dashboard Reporting & Power Query) and an ability to work across multiple stakeholders to further the growth of the company.

EXPERIENCE

H.R Executive (January 2019 — To Present) (Operations & Payroll)



Responsibilities: -

- Processing 18 million expenses and 600 manpower Payroll including management and non-management employees.
- Operating Gratuity, P.F, Loans, advances, leave encashment, Settlement and Yearly Bonus of employees.
- Analyze and organize Monthly, Quarterly, annually report w.r.t overtime, late assumption, Leaves, Headcount, Turnover, Manpower Production.
- Manage SESSI, EOBI contribution at the end of each month and submitted by respective Council.
- Managed Letter for salaries and coordinate with the respective individual to ensure timely payment about the salary transfer.
- I Have an aptitude interest in numerical work, and related analysis, and the ability to handle large data.

H. R Executive (July 2014 — January-19) (H.R Operations & Payroll)



Feroze1888 Mills Limited
Manufacturers & Exporters of Specialized Yarn & Textile Terry Products

Responsibilities:

- Accountable for accurate Payroll processing of more than 1800 employees (Non-management & Contractual staff).
- Maintained Attendance, Leave management records with respect to (AL, CL & SL) and shift roster of employees in the Oracle HRMS module.
- Maintained employee-related records in ERP (Oracle) HRM Module and generate different reports for decision-making purposes.
- Prepared monthly HR reports (employee turnover, late arrivals, Over Time, etc.)
- Created data loader queries for Oracle HRMS Module and that query reduced the time and efforts of any individual.
- Prepared Leave Encashment of Management and Non-Management Staff.
- Data Analysis using a pivot table, slicer, and Microsoft Power B.I tool.
- Maintained Full & Final Settlement of Employees within two days.
- Excellent knowledge of MS office especially advance excel.

Assistant Accountant (May 2012 – June 2014)

(M.T ALI ENTERPRISES)

Responsibilities:

- Worked with spreadsheets, sales, and purchase ledgers and journals.
- Calculate and checked to make sure payments, amounts and records are correct.
- Sorted out the incoming and outgoing daily posts and answering any queries.
- Managed petty cash transactions.

Junior Accountant (November 2008 – February 2012) (LOKHANDWALA TRADERS)

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and performs reconciliations.
- Post and process journal entries to ensure all business transactions are recorded.
- Prepare monthly sales reports into excel spreadsheets for analysis.

EDUCATION

- B.S Information Technology (2011-2015)
(PIMSAT, Karachi)
- D.A.E (Information Technology) (2007-2010)
(G.C.T SITE, Karachi)
- Matriculation (Bio Science) (2006-2007)
(Alpha Boys Secondary School, Karachi.)

COURSES & CERTIFICATIONS

- **Certified H.R Professional**
HRPLUS (Module: Job Analysis, Talent Acquisition, KPI Based PMS, HR Policies & Procedures, Com & Benefits, Employee Engagement, Training & Development, Strategic H.R)
- **Advance Course on I.R and Labor Laws**
NED University of Engineering & Technology
- **Microsoft Office Specialist Excel 2016 Exams 77-727**

SKILLS

- | | | |
|--------------------|--------------------|-------------------|
| 1. Time Management | 3. Problem solving | 5. Team Work |
| 2. Data analysis | 4. Multitasking | 6. Organizational |