

DANISH KHAN

House No.L-156/3 Blk-3 near Ghousia Masjid Gulshan-e-Iqbal, Karachi

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CAREER OBJECTIVE

Ardent to acquire a career oriented and challenging position in a dynamic and progressive organization where the acquired skill and capabilities would be utilized at best through professional growth thus leading to the prosperity of organization.

SKILLS & COMPETENCIES

MS Office
Teamwork
Grievance Handling

Performance Appraisal
Legal Compliance

Employee Relationship Management
Time Management System

EDUCATION

B. Com
Intermediate – Commerce
Matriculation – Science

Karachi University
Urdu Arts & Commerce University
Qureshi' Government High School

WORK EXPERIENCE

Dollar Industries Private Limited

Dec 01, 2014 ~ Present

Compensation & Benefits Executive

- Prepare & maintain monthly payroll of Dollar Group and its 3rd Party Contractors (Skilled & Piece rate)
- Prepare Full & final settlements & its related documentations
- Payroll analysis and reconciliation for reporting purpose
- Maintain attendance of all permanent and contractual staff.
- Loan payments, deduction and recording for analysis & reporting purpose
- PF withdrawals and deductions as per company policy
- Processing and monitoring of monthly and yearly sales Incentives & Bonus payments
- Assists Manager HR in Employee welfare & CSR events and policy
- Coordinator of Quarterly quality audit called 6 GRs
- Assists Manager HR in Employee Performance management exercise and salary review
- Auditing of Company policy by matching with the Labor Laws to monitor Compliance i.e. Income Tax, EOBI & SESSI.
- Processing of Health & Life insurance claims, takes part in the negotiation process for yearly renewal.
- Streaming of smooth Hiring processes. Coordination with every department of the organization related to the potential hiring.
- Sourcing, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with departmental heads.
- Announcement of employee.
- Convey the Policies and rules to the employee.
- Arrange System, email & other facilities.
- Arrange Employee Display Card.
- Issue Appointment Letter.
- Develop Personnel File Record /E-Filing
- Send Confirmation Form to Individual Supervisor
- Ensure Supervisor will return filled form and duly approve from Functional Head

- Letter of Confirmation or Extension in probation will be issued to employee
- Announcement of confirmation or revision in salary
- Confirmation update in HR system.

Dollar Industries Private Limited (Dec 01, 2014 ~ Apr 30, 2015)

Admin Officer

- Deal the issues of Janitorial staff (Salaries, Housekeeping, other issues)
- Daily factory and canteen visit for compliance issue.
- Maintain complain log, Key log register and night report.
- Maintain insurance records of vehicles.
- Maintain the schedule of drivers and Peons.
- Mobile sim activation and provide mobile phone to all eligible employees.

Express Media Group (Lakson Group of Companies)

Dec 01, 2012 ~ Nov 30, 2014

Payroll Officer

- Prepare & maintain monthly payroll of the company
- Maintain all Pakistan's employee's online data for making EOBI Cards and online portal update & Payment
- Look after all the Government related matters i.e. EOBI, SESSI and taxes.
- Responsible of all Pakistan employees Health insurance from Jubilee Insurance

Al-Abid Silk Mills Limited

Oct 01, 2007 to Nov 30, 2012

Sr. System Coordinator

- The major job responsibilities include Payroll Management, employee complains and queries, which include; wage and salary preparation for Daily, Fixed and Piece Rated Workers. (Ensuring Overtime Rate and hours as per law)
- Proper distribution of bonus and leave Encashment
- Prepare EOBI & SESSI records & contribution Summary
- Maintain Excess Overtime Report (Daily, Weekly, Monthly)
- Maintain Payroll Summary (Fortnightly, Monthly, Annually)
- Maintain Daily, Weekly, and Monthly Compliance Checklist (Daily, Weekly, and Monthly)
- Give awareness to workers, supervisors about audit and company policies and resolve their official problems
- Coordination to First Aiders, Fire Fighters, Evacuation leaders
- Give Compliance Related Trainings (Fire Fighting, First Aid, Evacuation)
- Prepare full & final settlement of employees
- Extensively involved and facilitated the Customer Compliance Social, Quality and Security Audits and Other Activities.
- Assisted in the internal trainings held for the aforementioned audits.
- Maintaining and Updating Personal files
- Making Leave Summary for every Fortnight and all the records of Contractor's employees
- Maintaining daily attendance record of company and contractor's employees

Continental Courier System

May, 2005 ~ Aug, 2007

Computer Operator

- Involved in Data Entry
- Maintained Customers Files.

TRAININGS

- Diploma in HRMS from PIM
- MS Excel training from Skills Development Council
- Awareness of Company Policies & Procedures, first Aid, Fire Fighting, Waste Handling & Waste Handling

PERSONAL INFORMATION

CNIC	:	42201-0371629-1
Marital status	:	Married
Date of Birth	:	19-Dec-1985

References to be furnished upon demand.