

# Feroz Ali

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## Summary:

HR Professional with Five years of hands on and broad -based experience. Played key roles in teams with a track record of success, in achieving departmental and organizational objectives. Highly motivated, self - driven and result oriented. Can prioritize multiple tasks successfully without compromising productivity objective.

Strong interpersonal and Organizational skills. Ability to control and manage various unctio'n's simultaneously. Goal setter and Target achiever.

## KUCHI FOODS

7/16 – Till Date

### Human Resource Manager

- Managing Payroll, Taxation, Full and Final Settlements of Restaurant Staff Payroll.
- Implementation of HRMS, Preparing of policies and procedural manuals.
- Coordinate and deploy performance management, annual salary reviews, bonus payout processes throughout the company.
- New Staff Orientation

### Restaurant Operations

- Food cost Reports
- Daily Efficiency Report
- Supply Chain Management

## AIMVIZ

9/15 – 7/16

### Senior Executive HR & Admin

Human Resource Responsibilities:

**Recruitment & Selection:** Verify openings of teaching & non-teaching staff, sourcing & screening profiles, scheduling, coordinating, carrying out tests & interviews, communicating offers, on-boarding & background verification of recruits.

**HR Operations:** Using MIS system, entries of new hired, leaves management, staff personal files management, employee separation (exit interviews & clearance checklist), issuing appointment, contract, contract extension, service, experience, increment & account opening letters.

**Compensation & Benefits:** Complete payroll process of permanent & contractual staff, compiling & finalizing payroll input sheet, loan against provident fund, resettlement expense claims. Maintain the attendance record by keeping time management system. Deal with the new inquiries with proper career counseling.

Administrative Core Responsibilities:

- Purchasing of office stationary & etc from wholesale market.
- Providing support to Accounts, Operation, MIS, Projects, Logistics.
- Dealing with venders for print, visiting cards, letter head, envelop and others printing materials.
- Managing repair, maintenance & replacement of office equipment's, appliances, furniture, furnishings, vehicles etc.,
- Managing files and records of all staff.
- Performing basic administrative functions, providing administrative support to the Managing Director.

### Compensation & Benefits

- Develops and maintains compensation programs within the budget guidelines of the Company.
- Creating Job Descriptions of all employees.
- Maintains data base employees.
- Supervise attendance system.
- Manages human resources administrative functions and all other personnel actions and administrative responsibilities of the HR functions.
- Supervise payroll processing.
- Maintains the group medical insurance scheme of the company.
- Maintains the group life insurance scheme of the company.
- Supervise and disburses the final settlements.

### Administrative Tasks

- Manage daily base Petty issues of Office
- Company Maintain Vehicles
- Staff Pick & Drop & Staff daily Meal
- Travelling and Lodging
- Legal licenses e.g. Food License, Trade License, Labor License etc for Karachi & Lahore.
- Staff Pick & Drop & Staff daily Meal

### **Cupola Group of Companies**

#### **Assistant Manager Compensation & Benefits**

**07/11- 8/12**

KFC, Indulge, Casa, My Super store, L'Occitane, Cupola Construction and LalQila.

- Maximize Compensation and benefit function as a Management tool to motivate, attract and retain employees.
- Solely responsible for running the payroll of all concepts / projects running under CUPOLA - banner
- To ensure implementation of a uniform employee benefits program on countrywide basis as and when announced by the Management.
- Implementation, execution and management of company's standard compensation and benefits program.
- Accurate and timely management/ processing of employee(s) salary and benefits in accordance with the company's approved rules.
- Precise and up to date maintenance of employee records (Hard & soft copies).
- Handle employee relations for permanent and contractual staff.
- Management and maintenance of Human Resource Information Management System. (Sidat Hyder).

### Policies Procedures

- Developing and analyzing personnel related policies and procedures of Human Resources function including recruitment, training, staff development, compensation, Performance Reviews and administration. Providing suggestions for improvement, updating manuals and development of Employee Handbooks.

### **Cupola Group of Companies**

**07/09 to 06/11**

#### **Sr. Executive Com. & Ben. – SR**

### Payroll

- Collected & verified payroll sheets of part timers & contractual employees for all KFC & INDULGE Restaurants, Bakery, Call Center and Commissary.

- Prepared & verified all trainee payrolls with HR
- Prepared master payroll of indulge (Appointed and confirmed employees)
- Prepared the payroll payment vouchers and payment request for salary payable
- Collected Salary cheques from the Finance department, verifies with final payroll and forwards to the restaurants with verified part timers & contractual hard copies of payroll and confirmed employees' payslips
- Helped the Manager HR with the disbursement of payslips
- Verified all overtime sheets of RSC and warehouse staff.
- Prepared all JV's of KFC & INDULGE.

#### Compensation & Benefits

- Prepared EOBI contribution liability sheets with restaurant & RSC breakup -wise for finance incorporate and payment. (all concepts)
- Prepared SESSI & PESSI contribution liability sheets with restaurant & RSC breakup wise for finance incorporate and payment. (all concepts)
- Prepared the PF transfer vouchers for PF accounts
- Verified & incorporated all medical claim vouchers.

#### Data Collection

- Prepared summarized data restaurants part timers and contractors. (all concepts)
- Prepared labor cost sheet restaurant wise Other Financial Tasks
- Made the Tax payable vouchers and payment request for S.I.TAX payable. Make the TAX Chalan for treasury submission.
- Performed other tasks like preparing salary schedule, tax quarters, and legal departmental request reports and file maintaining etc.
- Any other work assigned by the management from time to time

#### Cupola Group of Companies

**02/07 to 06/09**

#### HR Executive

- Conducted Exit Interviews and obtain feedback of employees leaving the Organization
- Analyzed data and give feedback to Management about reasons of employees leaving the organization
- Submitted proposals to Management for Employee Retention
- Assisted Sr. Manager HR in HR Audits.
- Ensured that all HR functions are being executed properly
- Ensured that all policies and procedures are implemented
- Ensured that all process in line
- Bench /Resource Plan
- Assisted Manager HR in bench planning and Resource Planning. Record Management
- Maintained the personal files of all permanent, temporary and contractual employees.
- Updated all the changes in employee's personal and official status.
- Performed designing and maintaining of an efficient filing system.
- Maintained the master list of permanent employees.
- Kept track of any changes in the employees' status and updates the master list accordingly at the time of recruitment, separation and change in status of employment.
- Maintained the leave record of corporate and restaurant employees on a regular basis manually and electronically.
- Maintained attendance record of corporate employees on a regular basis. General HR functions
- Issued information memos in case of birth or demise of a close relative of a permanent employee.
- Arranged the birthday greetings for the permanent employees in coordination with bakery.
- Prepared appointment, confirmation, increment, promotion, demotion, acceptance of resignation, retirement, termination, dismissal, and transfer letters.
- Prepared and issues experience certificates at the time of handing over the full and final settlement cheques.
- Prepared and maintains approved organizational charts
- Kept track of any changes in the organizational hierarchy
- Arranged the distribution of organizational charts to all concerned with the approval of HRM.

## **HR Coordinator**

- Keeping and updating personal record of employees deputed to various foreign and local banks (ABN
- AMRO Bank, Union Bank, HBFC, KASB Bank, Deutsche Bank, Citibank etc.)
- Managing payroll and disbursement of Salaries.
- To correspond company's clients and making communication between organization and employees.
- Issuance of appointment letter, termination letter and experience letter to employees.
- Generating reports for management and administration on demand.

## **Credit Cards System**

(An outsource project of Citibank N. A. and Standard Chartered Bank)

- Processing of Checks of Citibank and Standard Chartered Bank Credit Card
- Checking and verifying data and checks
- Transferring Computer Data to Citibank Authorities
- Segregate and sorting of checks and discrepancies
- Preparation of MIS report for Management Credit Department:
- Preparation and issuance of Credit reports required by the various foreign and local banks.
- Issuance of bills/invoices to clients
- Correspondence with the clients regarding payments.

## **EDUCATION:**

Intermediate

Graduation in Process

## **Additional Skills:**

Proficient in Ms Office

## **References:**

Available upon request.