

	Muzfar Hussain Mahtam			
	Career Objectives:			
	Seeking for a Lead Payroll Specialist position at Multinational / National Company to contribute strong Budgeting, administrative and issue resolution skills. Bringing extensive payroll experience and solid Knowledge of payroll processing, fringe benefits, related laws and implications on payroll.			
	Professional Summary:			
	I am careful & hard working HR, Admin & Payroll administrator with 6year's+ experience in HR & Payroll Operations and administration.			
	Details of Employment:		Major Responsibilities.	
	Presently Working as a “Payroll Executive [Emp Cd 30433]” at Amna Industries Pvt Ltd (Alkaram Group of Companies) From 01-11-2016 to Till Date.		Responsible for End to End Payroll Process of 1500 + Monthly & Contractor's Employees (Salary, Allowances & Incentive, Salary Tax, Advance, Loan, Singer, Performance Appraisals, Employee Promotions, Employee Transfer, Demotion, Annual Bonus, Short Salary Arrears, Layoff's, Final Settlements, Expenditure Reports, Payroll Reconciliations).	
	Worked as an “Assistant Incharge & Supervisor Payroll [Emp Cd 8108]” at Alkaram Textile Mills Pvt From 27-Aug-15 to 31-Oct'16		Responsible for Coordination for End to End Payroll Process of 10000+Monthly, Piece rate, Contractor Employees (Salary, Allowances, Income Tax, Advance, Loan, Singer, Performance Appraisals, Annual Bonus, Short Salary Arrears, Final Settlements, Provide data for Internal and External Audits, Payroll Reconciliations).	
	Worked as a “HR Assistant [Emp Cd 19551]” at Yunus Textile Mills Pvt Ltd from 17-Sep-14 To 10-Aug-15.		Responsible for Coordination in Hiring, firing & Payroll Process of 1200+Monthly and Daily Wages Employees, looks Approved Strength, Hiring process (Worker & office staff), prepare permanent and temporary employee cards, feeding over time & leaves and prepare short salary arrears & payroll reconciliations).	
Worked as a “Customer Support Executive” at Ibex Global from 10-June-2014to 16-Sep-2014.		Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints. Keep records of customer interactions & transactions, recording details of inquiries, complaints, and comments, as well as actions taken.		
Worked as an “Accounts and Admin officer [Part Time]” at Zaheer Petroleum Services Pvt Ltd From Jan'2009 to Dec-2013.		Responsible for Managing and overseeing the daily operations of the accounts, A/c Payable & Receivable, Security, daily petty cash payments, employees' salaries, prepare bills for recovery and Maintaining all debit & credit payment vouchers.		
Field of Interest:				
HR & Payroll				
Personal Information:				
Father's Name:				
Muhammad Azam				
Date of Birth:				
01-03-1992				
Cnic No.				
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Residence Address:				
H#471-72 Sector F-2 Sherpao near Quaidabad Landhi Industrial Area Karachi.				
Education Details:				
Degree.	University Name	CGPA/Grade	Educational Duration	
MBA-HRM	Iqra University	2.90 out of 4	Sep'18- May-2020	
BBA Hon's - Finance	SALU Khairpur	3.19 out of 4	2009-2013 (4Years)	
Intermediate – Pre Eng.	BISE Sukkur	A Grade	2007-2009	
Matric	BISE Sukkur	A Grade	2005-2007	
Skills & Abilities		Payroll Related Skills		
Problem Solving	Decision Making	End to End Payroll Process	Payroll Calculations	
Leadership	Team Work	Payroll Process and Reviews	Payroll System implementation	
Multitasking	Time Management System			
Reports and Projects:				
<ul style="list-style-type: none"> Implement bio metric and face attendance system with cooperation of Solo tech Attendance Mgt System at YTM-II. Actively participated in the implementation & Developments of HR, Payroll and Tms modules At Alkaram and Amna Industries Prepared project report on “Performance appraisal and KPI” system of Amna Industries. 				
Short Courses:				
<ul style="list-style-type: none"> 3 Months Short Course of Call Center from Apex line institute from Karachi. Advance Excel Course from Cambridge Academy Landhi Karachi. Certificate of IT from Sukkur Board. 				
Reference:				
<ul style="list-style-type: none"> Available on Request 				