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| **JAWWAD AJMAL KHAN** |
| **PAYROLL OFFICER CUM ASSISTANT ACCOUNTANT** |
| **Karachi, Pakistan** |
| **00921 – 0313-2242-960**  **00921 – 0343-5005-729** |
| [**jawwadajmalkhan@gmail.com**](mailto:jawwadajmalkhan@gmail.com)**,** |

“I appreciate the way Jawwad Ajmal Khan has performed his duties with Honesty, showed good moral & professional character & and in 5.6 years, he got hired as computer operator promoted to Asst.Accountant cum payroll officer which is remarkable. I personally wish him best of luck for his career and I believe where ever he will go, he‘ll perform even better.”

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|  | “Mehran Baig” |
|  | Mehran.Baig@gulahmed.com |

**Profile:**

5.5+ experience in Payroll Accounting, including the launch of ERP Concept in Pakistan.

**Results Include:**

* Trained 20 Assistant, for having ERP online concept.
* 1st to achieve the better performer out of 30+ staff member in less than a year as a payroll office.

**Experience:**

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| **PAYROLL OFFICER** | **June 2014– till date** |
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Responsibilities Are:

* Fortnightly Salary target achievement of the area.
* Payroll Accounting & Purchase and Sales Ledger.
* Prepare Requisition of vouchers and final posting.
* Routine entries of Requisition vouchers of company and contractor inside EBS. Also maintain it’s hardcopy.
* Communication skills via Email. Reconciliation of DCR accounting & Stock audit.
* Stock audit on monthly basis.
* Assist the reconciliation officer in their operation regarding production sheets according to approval rates and design wise and party wise of the textile products such as Flat Sheet, Pillow Cover, shams, Fitted Sheets, Quilt Cover, and Curtains.
* Monthly Wise and Fortnightly Salary planning and forecasting overtimes , taking into account of

Account Management.

* Retention of 6 Months production sheets in each year is bench marking towards the International customer requirements related audit.
* Entries on daily basis of production sheets in EBS.
* Daily work on PCN Report softcopies and hardcopies on daily basis of production via EBS.
* To Prepare Unpaid Wages Reports & worker Salary fortnightly.
* To prepare summary of payroll worker.
* Thoroughly check payroll sheets entries & summaries via pivot table.
* To Review All Contractors Bills. Prepare Article Wise, Quantity Wise, And Cost Wise Report Monthly.
* Assist cashier in All Cash Transaction on Fortnight Basis.
* Maintain All Files In Proper Manners(Loan, Payroll,etc)
* In EBS Able to make entries of loans, arrears and other benefits by approval of administration depts.
* Internal Audit planning and prepare reporting as per audit point of view. Hiring, lefts out & training (New Staff) / subordinates to develop requisite skills.
* Dealing with workers salary service issues such as queries and complaints (the worker isn't always right, but some of the time they are)
* Maintain payroll database by implementing Piece operation masters and piece daily productions and staying in contact with IT support and technical staff.
* Attend HR training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity via various training skills.
* Acts as lead negotiator in issues of worker salary plans. Responsibility includes initiating, directing and maintaining both short and long-term payment schedules on time fortnightly.
* Resolves payroll and payment issues by investigating production data and employment history; notifying managers and Deputy about Daily Production per day reports fortnightly.
* Maintain and follow payroll procedures to conform to ISO standards. This includes thorough analysis of potential international customers and annual review of existing suppliers reviewing rates of SAM costs, quality, delivery, and other pertinent factors.
* Accomplishes department and organization mission by completing related results as needed.
* Create reports showing Salary summaries, check employees attendance, hiring date etc.
* Communicate all employee relations issues, concerns, and incidents to HOD and Accounts Manager.

**Education**

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| Master  Graduation | Computer Science  Computer Science | 2008 –still continue  2008 |
| HSE | Pre-Engineer | 2002 |
| SE | Computer Science | 2000 |

**Certifications:**

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| MCSE+CCNA  Hardware | Router TechNet  Roshi Computer institute | Pakistan  Pakistan |
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**Language Skills:**

**English Language:**

Read

Write

Speak

**Urdu Language:**

Read

Write

Speak

**Professional Skills:**

Team Player:

Management:

Leadership:

MS OFFICE:

ORACLE

**Personal Information:**

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| Father’s Name: | Muhammad Zaki Ahmed Khan (Late) |
| D – O – Birth: | 28th Jan, 1984 |
| Nationality: | Pakistan |
| Religion : | Islam |
| Marital Status: | Single |
| Passport #: | XG4112402 |
| Iqama Status: | none |

**References:**

Will be provided upon request.