|  |  |
| --- | --- |
|  | Syed Shahid Raza Zaidi  Cell No. +92333-4252582  Email ID: [Shahid.Zaidi05@gmail.com](mailto:Shahid.Zaidi05@gmail.com)  DOB: July 24, 1963  Marital Status: Married  Nationality: Pakistani  Mailing Address: House # 13-A/1, Street # 49, Near Nehru Park, Sant Nagar, Lahore |
| ACADEMIC QUALIFICATION  PROFESSIONAL  EXPERIENCE  SKILLS  Courses & Trainings | **B. Com.** (University of the Punjab, Lahore)  **NESTLE PAKISTAN LIMITED**  **(September 1992 to date)**  I have worked with Nestle Pakistan Limited since 1992, during my services I have the opportunity to work on different positions. I have more than **27 years** of experience for Time Management of Factories, Employees Payroll Management, Employee Benefits Administration and Employee Funds Management.  **Time Management Manager of Factories (June 2018 to September 2019)**  I have worked as Time Management Manager of two factories (Sheikhupura and Islamabad Factory) in Nestle Pakistan Limited. Brief description of my responsibilities is as below;   * Managing KRONOS system of Employees (End to end process) * Managing IRIS system of Employees * Preparation of Overtime reporting for Senior Management of Factories * Non-Compliance reporting and approval from Senior Management on monthly basis. * Head Count reporting to Senior Management * Managing Leave of non-management staff   **HR Services Manager – Payroll & Benefits (August 2014 to May 2018)**  Worked as HR Services Manager – Payroll & Benefits in Nestle Pakistan Limited in its Head Office. Brief description of my responsibilities is as below;   * Administration of Employee’s Vehicle Loans in SAP * Administration of Employee’s Allowances in SAP * Administration of Employee’s Deductions in SAP * Managing Workers Profit Participation Fund * Managing Employee’s Services Award * Managing Employee’s Final Settlements * Managing Employee’s Income Tax Return * Managing Employee’s Bonus * Managing Leave Encashment * Managing Employee’s data for Hajj Balloting * Employees Time Management through KRONOS of all sites * Responsible for the management of staff personal files   **Funds Manager (March 2012 to July 2014)**  I was transferred as Funds Manager on March 2012; main responsibilities were as under;   * Fund Management i.e. Preparation of provident, Pension & Gratuity Fund Accounts i.e. Journal Ledger, Trial Balance and Balance Sheet. * Managing Loans against Provident Fund, Managing Funds Settlements * Managing Data for Actuaries of Retired, Early Retirement for the valuation of Pension and Gratuity Fund * Communication and Disbursement of Worker Profit Participation Of Fund (WPPF) payments * Communication and Disbursement of Balance certificates to employees to confirm their Pension & Provident Fund Balance   **Payroll Manager (December 2004 to February 2012)**  I was promoted as Payroll Manager on December 2004; main responsibilities were as under:   * Manage Payroll on SAP Payroll * Manage Staff Bonus payment. * Preparation of head count report on monthly basis. * Administration of staff Income Tax. * Responsible for the management of staff personal files. * Administration of the staff benefits. * Administration of the staff personal accounts   In past, I have also served as **Assistant Manager Payroll**, **Payroll Executive** and **Accounts Supervisor** in Nestle Pakistan Limited.  **EXPERIENCE OTHER THAN NESTLE PAKISTAN LIMITED**   * Worked with M/S Dura Foam (Pvt.) Ltd. Lahore as **Senior Data Processor** on computer Network system from May 1991 to August 1992. * Worked with M/S Pioneer Electronics Lahore as **Accountant / Purchaser** from January 1989 to October 1990. * Worked with M/S Lever Brothers Pakistan Ltd. in their Sales Office Lahore as **Office Assistant** from 1983 to 1988.   **MICROSOFT OFFICE:**  More than twenty year’s practical experience of using MS Excel, MS word and Power Point.  **AS/400:**  Having seven years practical user experience in the following modules of AS/400.   * *Payroll* * *GLD (General Ledger)* * *ACP (Accounts Payable)*   **Power Builder:**  Used power Builder for preparation of Staff Salaries, Provident, Pension and Gratuity Funds.  **KRONOS:**  More than four years practical experience of using KRONOS time management system.  **Certified Income Tax Practitioner from FBR Pakistan**   * English Language Course from Berlitz |
|  |  |