

CURRICULUM VITAE

Maira Saleem

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Career Objective

To effectively manage time and priorities by planning, organizing, and executing tasks efficiently, ensuring timely completion of HR, administrative, compliance, operations while maintaining accuracy, productivity, and organizational standards.

Educational Qualifications

HSC

Arts (In Process)

SSC

Board of Secondary Education Karachi 2009

Professional Experience

2nd Experience 2022 to Present Gul Ahmed Textile Mills Executive – Administration\Time Office

- Monitoring Time Management System linked with Payroll for all Departments located at DCM.
- Accurately calculate, verify, and process monthly payroll in collaboration with the finance department, ensuring proper deductions and compliance with company policies.
- Conduct regular internal audits and staff training to strengthen payroll compliance and documentation protocols.
- Oversee HR operations including recruitment, onboarding, and employee welfare initiatives.
- Leave posting.
- Pulling&posting attendance data.
- Daily, Weekly and Monthly attendance send to department.
- Manual Attendance correction and through ESS portal.
- Worker&Staff Advance proceed through ESS Portal.
- Making Employee and maintain Employee Personal Files.
- Maintain employee strength for all department.
- Working in close coordination with Unit's HRBP for hiring of workers, interviews&implementation of company policies®ulations.
- Approval of all Admin related indents on oracle system.

1st Experience 3 Years

- Ataturk Public Secondary School as a Montessori Teacher

Skills

- Compliance&Regulatory Affairs
- HR Operations&Payroll
- Training&Staff Development
- ERP Systems (Oracle, HRM etc.)
- Administration&Office Management

Personal Information

Full Name	Maira Saleem
Father's Name	Muhammad Qadeer
Marital Status	Married
Nationality	Pakistani

- **References**
- **Will be furnished upon request.**