

Clive Vincent Prakasch

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A conscientious and hardworking HR generalist and recruiter with extensive 9 years' experience. Having a flexible and helpful attitude towards work and able to maintain accurate employee records and keep senior management informed about changes in tax and deduction laws that apply to the payroll process.

Keen to find a challenging position within an ambitious company where I will be able to continue to increase my experience & develop my abilities.

PROFILE SNAPSHOT-----

Functional Skills: Compliance to standards – Strong customer focus – Accurate & detail oriented – Electronic deposits & manual payments – HR reporting -Report generation – payroll software expert (Sidat Hyder, Harmony & People Soft) – Data integrity – Training and Development

PROFESSIONAL EXPERIENCE-----

- *Yieldwerx, Trisoft Technology Private Limited*
- *Shams Power Private Limited*
- *PITCO Private Limited*

Oct 2019 to Present Manager HR

- Recruitment (Technical and Non-Technical)
- Payroll
- HR Manual and Policies Drafting
- Employee Relations
- HR Operations
- Performance Management
- Final Settlements
- Organization Development

➤ *Zameen Media Pvt Ltd. (Zameen.com)*

Oct 2018 to Aug 2019 HR Service Delivery Specialist

HR Policies and Procedures

- Work in accordance with HR Policies and Procedures and the legislative requirements.
- Performance Management - PMS

HR Systems

- Run reports from EMPGHR, Bayut Systems as required.
- Create and allocate cases/tasks in Bond Support
- Utilize eRecruit module for on-boarding staff with new contracts and variations.
- Act as a point of contact for area of responsibility for system supports required.
- Preparing a full fledged HR system for EMPG & Bayut with TECH Team

HR Service Delivery

- Deliver efficient and effective HR and transactional matters
- Letters of offer
- Preparation of employment contracts
- Proformas
- Positions descriptions
- Terminations
- Probation reviews

- Staff reports and follow ups
- Resolve HR matters at the lowest level possible before escalating it to the HR Team Leader
- Review and act upon HR reports as required
- Liaise with Senior Managers regarding staffing requirements and action as required
- Provide general advice and guidance on HR policies and procedures to managers and staff.
- Provide confidential counseling and advice to staff.
- Support the HR Specialist Team as required with administrative and HR tasks
- KPI's Management

➤ ***KFC Pakistan – Gray Mackenzie Restaurants International Limited***

Nov 2014 to June 2018

Senior HR Executive – Remuneration and Benefits

- Payroll Processing of 3500+ employees
- Recruitment of Officer Grade Staff
- Final Settlements
- Calculation of Overtime
- Employee Management / Grievances
- Responsible for Training, Orientation of newly hired employees
- Assisted Training and OD manager for preparing new Training Sessions
- Custodian of Provident Funds and Loans
- Calculating Tax Rebates on Investments made by employee
- Employee Service Confirmation and Extensions of Probationary Period
- Calculating Incentives
- Responsible for Employee Insurances (Health and Life)
- HR Reporting (New Induction and Attrition, YTD Turnover, Promotions, Gender Ratio, Labor Working Hours, Position Wise Staff Strength, etc)
- Assisted Talent Acquisition Department for maintaining their database of Interviews conducted, Offered, Rejected and Shortlisted. (YTD and Month Wise)
- Recruited Team Member and Restaurant Management Staff
- Staffing – Keeping Record of Budgeted v/s. Actual Staff Strength
- Labor Cost (Maintaining)
- Point of Contact for all 3 Regions i.e. South, Central and North
- Worked on HCM – SidatHyder
- Worked on Microsoft Dynamics

➤ ***Standard Chartered Bank Limited***

Nov 2013 to Nov 2014

HR Officer

- Payroll Processing of 4500+ employees
- Employee Management
- Worked on Harmony –Software
- Worked on PeopleSoft

➤ ***Fulcrum Private Limited Business Consulting Services***

Mar 2012 – Nov 2013

HR Executive

- Payroll Processing of 2000+ employees of various companies i.e. Sanofi-Aventis, Temenos-Africa, KOLSON, United Bank Limited, MCB Limited
- Employee Management
- Employee Files Management

➤ ***E Square Services Private Limited***

Apr 2011 – Mar 2012

HR Coordinator

- Payroll Processing of 1500+ employees of various companies i.e. PTCL, Qubee

➤ *GMB RASS Services*

Jan 2009 – Mar 2011

HR Assistant

KEY RESPONSIBILITIES HANDLED

- Payroll Processing of 5000+ employees
- Incentives Calculation + Disbursements.
- Training, Organizational Development and Orientation
- Custodian of Processing Provident Funds Loan
- Calculation Tax Rebates on Investments made by employees
- Grievances of Employees
- Opening Bank Accounts of Employees
- Final Settlements
- Employee Service Confirmation
- Dealing with Insurance Companies (Maintaining Policies)
- Maintained employee banking information with accuracy & confidentiality
- Provide first line support for all payroll, Provident Fund and tax relates queries
- Process payroll updates, adjustments, deductions and garnishments for employee record changes, leaves of absence, insurance coverage enrollments/changes, personnel/payroll status updates, terminations and hires issued for payroll processing
- ERP systems
- HR Reports

IT SKILLS

- MS Office (Advance)
- ERP Systems (Microsoft Dynamics, Sidat Hyder (HCM), Harmony)

ACADEMIC BACKGROUND

Bachelor of Commerce from University of Karachi 2009

Intermediate from St Patrick's College, Karachi 2007

TRAINING & CERTIFICATION

Business Communication

Anti-Money Laundering, Counter Terrorist financing and sanctions

Anti-Bribery – Mitigating Bribery risk

Caring for the Customer / Leading your Team

Professional References

- Essa Jan Allawala – CEO Training Impact– 0321-2425412
- Umair Rehman – Manager HR & OD – KFC Pakistan – 0333-8000139

PERSONAL DETAILS

Date of Birth: 7th Nov 1989 | **Languages Known:** English & Urdu | **Nationality:** Pakistani.