

Faiz Ur Rahman

Assistant Manager HR & Documents Controller

Address SAIF Textile Mills Ltd, Gadoon Amazai, Swabi, Pakistan 23454

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Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Willing to excel in a strategic role within an organization



Education

Sep 2017 - Jun 2020 **Master of Science in Management Science (MS)**
IMSCIENCES Institute of Management Sciences - Phase VII, Hayatabad, Peshawar, Pakistan

Feb 2013 - Jan 2017 **Bachelor of Science in Business Administration (BBA)**
COMSATS Institute of Information Technology - Attock, Pakistan



Work History

May 2022 - Current **Assistant Manager - HR & Documents Controller**
SAIF Textile Mills Ltd, Gadoon Amazai, Swabi

- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training to new employees.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Streamlined complaint response management by providing guidance on policies and ensuring appropriate and accurate investigation processes.
- Reduced workers' compensation claims by instituting corporate safety training program.
- Updated training processes by reviewing existing documentation, leveraging feedback from associates and working with legal and compliance teams.
- Carefully reviewed all documents and reports for completeness and accuracy.
- Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability.
- Complied with safety regulations as outlined in organizational procedures to minimize accidental issues.
- Allocated unique document numbers to internal documents and

incoming external documents and tracked in database.

- Monitored due dates and deadlines and worked to submit all documents on time or early.
- Scanned, filed and transmitted various documents and adhered to digital filing procedures.
- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions.
- Worked with internal staff to process documents and sent for closing.

May 2021 - Payroll & Accounts Officer

Apr 2022

Salman Poultry (Pvt.) Ltd, Chandni Chowk, Rawalpindi

- Hands on Knowledge and experience of HRIS
- Maintained payroll information by calculating, collecting and entering data.
- Maintained employee privacy and protected payroll operations by keeping all information confidential.
- Responded to employee questions and requests for information in timely and knowledgeable fashion.
- Reviewed personnel records to determine names, rates of pay, occupations of new hires and changes in wage rates.
- Updated employee files with new details such as changes in address or salary levels.
- Controlling/monitoring cash payments & recording transactions in daily cash book
- Performing daily cash counts & investigating any discrepancies
- Preparing daily/monthly Sales & Expenses Reports
- Ensuring banks transactions are properly & fully documented'

Jul 2020 - Assistant Manager - Finance & Accounts

Apr 2021

Pakistan Poultry Farms, Punjab Chicks, 6th Road, Rawalpindi

- Supported operations management, sales and marketing efforts to increase revenue and overall financial health.
- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Completed filings and upheld strict compliance with regulatory agencies and supervisors.
- Executed vendor setup and payment, administration of bank accounts and account reconciliations.
- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations.
- Reviewed documentation and identified financial discrepancies where applicable.
- Created documents to display financial reports and data using ERP software.
- Assist Manager Finance in cashflow by maintaining sufficient balance & arrange funds
- Preparation of monthly reports & Ensure proper filing of accounting records

May 2017 - Accounts Officer

Jun 2020

Pakistan Poultry Farms, Punjab Chicks, 6th Road, Rawalpindi

- Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.
- Input vendor payments and updated accounts to reflect new balances.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Assisted cashiers with processing customer payments and documenting orders.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Verified deposits, rectified discrepancies and processed end-of-day paperwork using ERP.
- Gathered, evaluated and summarized account data in detailed financial reports.
- Computerized recordkeeping systems, initiating and maintaining financial accurate and current tracking in ERP.
- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
- Matched purchase orders with invoices and recorded necessary information.
- Streamlined daily reporting information entry for efficient record keeping purposes.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.



Software

Coding Skills



MS Office Suit



SAP



Quick Books



Social Media

