



NADEEM AHMAD

Personal Information:

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Education

MBA (HR) From University of Haripur 2014-2015

BBA (HR) From Iqra University 2013-2014


Experiences

1. **WORKED AS CUSTOMER SERVICE OFFICER AT CAMBRIDGE COMMUNICATION (PVT) FROM JULY 2015 TO DECEMBER 2015.**
2. **WORKED WITH TECHNO PEOPLE (PVT) LTD AS AN ADMIN/HR ASSISTANT FROM JANUARY 2016 TO NOVEMBER 2016.**
 - *Payroll.*
 - *Recruitment.*
 - *Administration.*
3. **EXPERIENCE IN DISTRIBUTER & MARKETING WITH DIFFERENT FOOD COMPANIES IN DISTT HARIPUR & ABBOTTABAD, SAWABI, LIKE: (SUN SLICE, LAZIZA INTERNATIONAL, KIMZ FOOD, INNOVAITVE BISCUIT, QUTTES FOODS, DAY FRESH, COUNTY FOOD,**
4. **WORKED WITH HASNAIN TANVEER ASSOCIATE (PVT) LTD, AS AN ASSISTANT MANAGER CLIENT SERVICES/HR OPERATION AND ADMIN ROLE FROM JUNE 2017 TO MARCH 2021.**
 - Responsibilities with different clients are as under.
 - HR Operations.
 - Complete knowledge HRMS, ERP, Effro tech, Business software's.
 - Look after complete payroll, salary disbursement, reconcile, prepare Salaries, Final Settlements, WPPF, Bonus etc

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- Recruitment and training.
 - Payroll, EOBI, ESSI, PESSI, Provident fund and others fringe benefits detail are as under.
 - Oversaw more than 1000+ employees.
 - Effectively liaised between senior management and 1000+ employees to maintain and improve company-employee relations with different client.
 - Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of departmental managers and as per company budget.
 - Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
 - Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
 - Oversaw daily activity report for incoming outgoing Employees.
 - Taking full responsibility for the office assigned to the company.
 - Interact with team for daily workers routines activities like counselling, follow-up absenteeism, hiring and some other issue.
 - Oversaw worker's personal file.
 - Deal with client for different issues regarding workforce, meetings on different issues related with workforce.
 - Responsible of monthly Payroll process and disbursement of salaries
 - Employees Relations and administration of compensation & benefits (WPPF, Annual Bonus, Allowances, Gratuity)
 - Maintaining good relations with Government Bodies (EOBI, ESSI, Labour department and other's)
 - Performance Appraisal Management
 - Individuals' Trainings (Orientation, GMPs, Food safety, ERP)


5. CURRENTLY WORKING AS ADMIN, HR & STORE LEAD WITH *VELOSI INTEGRITY AND SAFETY PAKISTAN (PVT.) LTD I-10/3 ISLAMABAD.*

- Recruitment and Retention
- Develop and oversee the recruitment process.
- Ensure candidate documentation is collected and recorded/filed.

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- Oversee all staff engagement for the company office and manage the new hire orientation and exit process.
 - Plan and develop HR policies and procedures, ensure liaison with the government agencies and officials for resolution of matters related to Staff.
 - Compliance and Record-keeping
 - Training, Development and Performance Maintenance.
 - Manage time clocking system for office, ensuring timely submission, approval, accuracy, and filing.
 - Compensation and Benefits
 - Monitor compensation and ensure internal equity & compliance and benefits are met.
 - Facilitate job analysis and update job descriptions.
 - Payroll and Budget
 - Coordinate with Finance Manager in the preparation of monthly Payroll.
 - Oversee the coordination and implementation of annual performance reviews.

Administration.



- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Ensure smooth running of all administrative functions in the company office.
- Service Vendor payments and verification.
- Responsible for monitoring and reporting of CCTV footage within the premises along with coordination with relevant departments for providing access of CCTV footage as per the SOPs.
- Ensure the process of lock down of offices for long weekends are carried out as per the regulations of the organization.
- Responsible to ensure that seamless security activities are carried out for organization's residential areas and maintain record of visiting guests.
- Monitor the fleet movement of vehicles and manage the arrangement of protocol for top management, guests as well for the Engineers for Sites work.
- Maintain record for the movement of top management as per the defined SOPs.
- Draft SOPs for the Administration department and ensure implementation of administrative policies and procedures across the organization.

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- Ensure seamless execution of housekeeping, building management and waste management tasks within timely manner; Seeks to ensure the facility is kept clean as per the SOP of the organization.
 - Ensure availability of utilities within the premises, coordinate with the finance team for activities related to asset disposal in a timely manner along with ensuring maximization of revenue.
 - Ensure proactive supervision of processes for timely disposal of scrap.
 - Develop monthly performance reports for the team, analyze departmental requirements annually for preparation and submission of the budget.
 - Monitor expenses to control the utilization of the budget.
 - Responsible for resolving administrative issues related to labor, monitors the team in seamless recording of attendance of third-party workers. Coordinate with the team to manage workers transportation through contractors.
 - Coordinates with the external contractors for recruitment of cost effective and skilled workforce from vocational institutes.
 - Oversee the process of on-boarding and training the workers as per the SOPs and engage with relevant departments and workers in order to investigate and evaluate cases related to discipline within the company.
 - Service Vendor payments and verification.
 - Prepare the invoices of vendors like, TCS Invoice, PSO Invoice, Car Mileage Report and Drivers Invoices, Utilities Bills Invoices.

Key Qualifications & Responsibilities

- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
- Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

Key Skills

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- **Employee Selection & Development**
 - **Occupational Safety**
 - **Employment Law**
 - **Recruitment & Onboarding**
 - **Organizational Communication**
 - **Developing Training Programs**

Other skills

- **Interpersonal & Presentation skills**
- **Take interest in Seminar/Conferences**
- **Effective team player.**
- **Time management**
- **Effective decision-making ability**

REFERENCES

Available on Request
