

Shahazad Hussain

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Objective Statement

Seeking employment as DM/HR Manager/Coordinator in a dynamic, goal-driven company in need of agile, versatile, goal-driven employee, who is willing to put time, effort, and hard-won experience into the job.

Profile Summary

Over 14 years' experience in the HR & Administration department, currently working as an AM HR in Cakes and Bakes.

Acquired highly developed sets of skills, demonstrating constant interest in learning and specializing in HR related fields.

Professional Experience

Organization: Cakes and Bakes (Ajmair Foods Limited)

Designation: Assistant Manager HR

Time: Nov 2017---Till Date.

Job Responsibilities

- 360 degree Recruitment Compensation & Benefits Employee Relations Head Hunting HR Generalist
- To prepare Payroll on excel over 2600 employees.
- To Prepare Attendance record & attendance Deviations.
- To prepare monthly salaries, incentives and arrears.
- To prepare outstanding salaries and annual increment of employee's.
- To solve the problems of employees related with Time Office.
- To prepared and implemented duty rosters.
- Weekly prepared attendance deviations of labor and staff.
- To prepare all kind of notices in word and in page.
- Look after employment record of management staff.
- MTO Program in Sales & Operation Department.
- Hands on experience of newly installed Timetrax software **HRIS** payroll.

Organization: Shahkam Industries (Pvt) Limited Lahore.

Designation: HR Executive

Time: 01 Nov, 2016 To Nov,2017.

- Keeping all HR/Admin activities confidential.
- Assisting Manager admin and HR.
- A part of hiring team.
- Complete control over HRMS software.
- Manage the employment record.
- Payroll execution.

Organization: Sandal Cotton (Pvt) Lahore.

Designation: Assistant Manager HR & Administration

Time: June-2016 To OCT-2016.

- Look after security and housekeeping department and managed the patrolling system.
- Keeping all HR Admin related activities.
- To prepare all employees payroll through Excel.
- To prepare all the inward and out ward gate passes.
- Resolved employee payroll related issues and other grievances.
- To solve issues related social security and EOBI.

Combined Fabrics Limited.www.combinedfabrics.com

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- Combined Fabric Limited is a WRAP Certified vertically integrated Knit apparel manufacturing facility founded in 1990, having the entire Production process (Knitting, Dyeing, Finishing, Embroidery, and Stitching) under one roof.
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Organization: Combined Fabrics Limited Lahore.

Designation: Assistant Human Resource

Time: July-2005 To June-2016.

Key Responsibilities & Functions.

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- Preparation of daily & monthly attendance record and over time.
 - Involved in performance appraisal and employee.
 - Keeping all HR activities confidential.
 - Provide administrative support by maintain employee records and performing data entry duties
 - Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.
 - To look after all the details regarding employees benefit.
 - Preparation of official documents & Maintain Records, Letter Drafting.
 - Assisting in Administration/ HR Department.

Payroll & Compensation:

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- Responsible for 3500 employee's **Payroll and FIS.**
 - Ensuring Pre-payroll process (Attendance input, Incentives, advances etc.
 - Responsible for Payroll processing & disbursement of Payroll for all employees.
 - Maintaining & Tracking Attendance, Leave (On-roll & Off-roll) as per policy.
 - Ensure the employees get their payroll queries/ grievance answered and solved on an individual basis.
 - Ensure timeliness and accurate payment of salaries for the respective locations.
 - Quarterly preparation of Incentives Payouts & Annual preparation of Leave Encashment.

Employee Relation:

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- Handling all the queries related to Salary, Leaves, Attendance and arrears.
 - Joining formalities issue Offer letter and appointment letter.
 - Complete all the new joiner files & update employment record.

Quality Management

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- ISO documentation and its effective and efficient implementation, Maintenance of quality file and SOPs of the department, also ensure the timely conduction of Internal & External Audits to check the effective implementation of ISO 9001.

Qualification:

M.HRM(Master in Human Resources Management)

Virtual University of Pakistan

MBA(Master in Business Administration) Continue

NCBA (National College of Business Administration)

Bachelor in Mass communication (B.A)

Allama iqbal open university of Pakistan

Faculty of Arts (F.A)

Board of Intermediate and Secondary Education Gujranwala board.

Achievements:

Best performer of the year in Sandal cotton in 2016-2017.

Certification

Certificate obtained in one day training program **Together we can do everything**(regarding Team development)

Certificate obtained in one day training program in way of **Business Communication**.

Computer Skills:

Basics (**MS-Word, MS-PowerPoint, MS-Excel In page Urdu Typing**) Internet Concepts, MS-Access.

Excellent knowledge in HRMS.

Good knowledge in excel shortcuts