**Abdul**

[**Abdul.336718@2freemail.com**](mailto:Abdul.336718@2freemail.com)

Objective

To work with a professional & dynamic organization where I can utilize my skills, an Organization which can help me grows & allows me to contribute in its growth successfully.

Education Qualification

##### MBA – HR – 2013 (Executive) Shobhit University Meerat, India.

##### BA in 1985-86 from Lucknow University '.Lucknow (INDIA).

##### Diploma in computer Application (DCA) in 1993 from Unity Computer Training Centre, Lucknow, U.P. (INDIA), sponsored by U.P Minorities Financial Development Corporation Ltd. Lucknow U.P. (INDIA).

##### Certificate course in Enable l.T DOS.WINDOWS 98, Computer Institute, Indra Nagar, Lucknow. (INDIA), sponsored by, INFORMATICS INTERNATIONAL, SINGAPORE.

* ORACALE training Course completed in 2016.

##### **EMPLOYMENT EXPERIENCE:**

* M/s. Al GihazContracting. Trading & Tourism Ltd. Co. since May 2008, as Payroll Accountant.
* M/s. G.B.S Tanners ((Pvt.) Ltd. Lucknow as Assistant Manager from April 2004 to April 2008.
* M/S.G.B.S Tanners (Pvt.) Ltd. Lucknow, as Office Assistant cum Accountant from September 1998 to March 2004.
* M/S. Venus Leathers, Chennai as a Supervisor from 1st April 1994 to 30th'June 1998.

#### JOB PROFILE:

1. Handling clearance's { **GP/Oracle }**

* Contract vacation
* Final exit
* Emergency vacation
* Resignation
* Termination
* Escaped
* Death
* Transfer Sponsorship

1. Making the monthly payroll in **GP/Oracle**
2. Dispatching of staff pay slips to sites
3. Maintaining staff short leave
4. Updating the Monthly transactions file and their related filing
5. Updating short leaves of the employees and send the report to the concern Dept. Manager.
6. Updating entries of the leaves without pay in **GP/Oracle**
7. Making the ticket encashment.
8. Making Vacation Salaries. **GP/Oracle**
9. Responsible for the preparation and processing of bimonthly payroll for over 4500 employees; review and ensure accuracy of approved time sheets; track and deduct all garnishments and other special payroll deductions
10. Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. labor" home" work, overtime, leave balances, head count, and retirement contribution reports)
11. Handle the administration of the electronic timekeeping system. Setup each employee, valid programs for each employee's charges, and adherence to FLSA; monitor submissions of approved time sheets, ensure valid data transfers to/from payroll service
12. Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to APA policy including compliance with federal/state/local regulations

#### ESSENTIAL ATIRIBUTES:

Go getter attitude.

Good analytical and planning skills.

Enthusiasm to take Initiatives.

Strong Leadership skills

**Skills:**

1. Communication​​
2. Multitasking
3. Prioritizing
4. Organization
5. Technical skills
6. Interpersonal skills
7. Initiative and problem-solving abilities
8. Dependability

**Additional activities**:

Civil Defenceprogrammme as a Volunteers Warden, Mashakganj Ward, Lucknow, U.P India.

Civil Defence Corps has the following 12 services in which volunteers are trained:-

Headquarter Service

Warden Service

Communication Service

Casualty Service

Fire Fighting Service

Rescue Service,Training Service,Supply Service

Welfare Service,Corpse Disposal Service

Salvage Service,Depot & Transport Service

#### PERSONAL INFORMATION:

Date of Birth : 05.09.1965

Religion : Islam

Marital status : Married (three Children)

Personality : Ambitious s. Dynamic, Devoted. Enthusiastic.

Languages : English. Hindi, Urdu. Arabic

Hobbies : Newspaper, Magazines,

Traveling, Net Surfing and Recording

***References availableon request***