RAZA



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CAREER SUMMARY

A degree qualified professional with a strong record of achievement in a wide range of areas including (HR, accountancy, Managing health insurance, recruitment and selection, policies and procedures, administration, employee relations, HRIS, ISO, specialize in accounts payable and payroll service)

**WORK EXPERIENCE**

**Tenure : Aug 2015 – Apr 2017**

**Organization : Security & Management Services (PVT) LTD**

**Group : Pathfinder  
Position : HR Officer  
Reporting : HR Manager**

Main duties performed:

* Responsible for supporting the team in a fast paced office environment, and assisting them with the day-to-day efficient operation of the department.
* Collection of proper documents required for the medical reimbursement claim and pre audit it before processing in claim committee.
* Worked closely with insurance company, medical team and hospital to resolve employee’s problem and ensure quality treatment.
* Responsible for managing health insurance of 8,000 employees.
* To update health insurance deductions in the payroll according to the defined slabs as per company policy.
* Coordination with verification department for verifications of medical claims.
* Enrolled new employees into medical insurance through system.
* Reconciled monthly insurance bills to ensure proper payment by accounts payable.
* Preparation of health insurance summary for management review on daily basis, issue cash for hospital admission, reconciliation, check requests, monitor employee’s account for accuracy of payment history.
* Management of accounts payable with regards to their credit limits (advertisement companies).
* Responsible for recruitment, employee orientation process, informing new employees of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
* Integral part of employee / management team that brought the company to ISO18788/ISO9001 certification.
* Ensure the integrity of data recorded in the HRIS database: Scanning, uploading and tagging of record.

**INTERNSHIP EXPERIENCE**

**Tenure : One Month**

**Organization : Techno Pack Industries (Pvt) Ltd  
Position : HR Intern  
Reporting : HR Manager**

Main duties performed:

* Scans, copies, emails HR documents as requested to various parties.
* Provide support for the Human Resources department, including filling confidential documents in employee personnel files and assisting with employee mailings.
* Ensure that no-one has access to personal folders, except upon specific request from Employee.
* Assist with HR related projects as needed.

EDUCATION

**[2013 – 2015] Masters in Human Resource Management   
(Specialization Human Resource)  
Universiry of Karachi**

**1st Division**

**[2011 – 2013] Bachelor of Commerce  
(Financial accounting, advanced financial accounting, cost accounting)  
University of Karachi**

**2nd Division**

**[2009 – 2010] Intermediate   
Islamia College, Karachi**

**[2008] Matriculation   
 White House Grammar School**

ACHIEVEMENTS

* Honored with Certificate of Appreciation for excellent job performance in Wackenhut (PVT) Ltd
* Scored 90% in graduation course ‘New Development in Human Resource Management’
* Played integral part in HR department to fill the audit requirements for ISO 18788 security operations management system (SOMS)

**SKILLS**

**HR:** Health benefits, Training and development, HRM, compensation and benefit, international HRM, management principles, performance management, HR policies/procedure/audit organizational behaviour, compensation benefit recruitment selection, HRD.

**Accounts:** Receivable Accountant, payable accountant, payroll accountant, bookkeeping, financial accounting, advanced financial accounting, cost accounting, audit, bill payment.

**Information Technology:** Proficient with ms office: excel, word, outlook, & power point. HRIS, ID flow card software, payroll system.

REFERENCE

Reference will be furnished upon request