**Kamran**

**Email**: Kamran.380320@2freemail.com

**Sr. HR & Accounts Professional**

**Profile Summary**

Highly-focused HR & Accounting professional with **13 + years** of proven record of successfully managing payroll operations, integration, review, and reporting of critical financial information to support strategic financial and business decision making with two highly reputable **MNC’S**. Detail-oriented and analytical with talent for research and assessment of complex financial records, payroll and benefits administration.

Skilled in supporting efficiency and productivity through evaluation and improvement of operational procedures and best practices. Strong, proactive team leader proficient in directing highly skilled HR & financial teams in supporting and achieving objectives.

**Skills & Vocational Strengths**

Benefits Administration **|** Employee Compensation **|** Time & Attendance **|** Pay Structures **|** HR Payroll Reporting **|** Employee Payables management **|** General Ledger**|** Basic Accounting Practices **|** ERP - Accounting **|** QuickBooks **|** Tally/Myob **|** Reconciliation **|** Microsoft Applications

**Career Snapshot**

 Positions Organization Tenure

* **Assistant Manager - Payroll**  (**IBEX Global)**  **2013** – *Present*
* **Assistant Manager - Accounts** (**European Tobacco Inc.)** **2010** – **2013**
* **Accounts Positions** (**Various Organizations)** **2004 - 2009**

**Select Achievements**

* Payroll Management of 600+ staff
* Training of staff members and implementation of ERP
* Implementation of ERP – Altec Atlantis

**Employment Profile IBEX Global – *Pakistan* Assistant Manager - Payroll**

Key Responsibilities**:** 2013 – Present

* Analyze compensation policies, government regulations, and prevailing wage rates to develop competitive payroll plan.
* Direct preparation and distribution of written and verbal information to inform employees of payroll, benefits, compensation, and personnel policies.
* Administer, direct, and review employee payroll and benefit programs including bonuses & incentives.
* Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment and compensation.
* Manage the design and development of tools to assist employees in payroll, and to guide managers through compensation decisions.
* Prepare budgets for personnel operations and resolve complaints, issue checks, provision of time sheets and management of payroll software.

**European Tobacco Inc. Assistant Manager - Accounts**

Key Responsibilities**:** 2010 – 2013

* Implementation of ERP System, accounting activities like GL, Accounts Payables, Receivables, Payroll, Provident Fund, Budgeting & Banking.
* Financial reports and reporting to group finance manager.

**Various Organizations Accounts Positions**

Key Responsibilities**:** 2004 – 2009

* Assist Audit department, financial data management, banking activities and cash books maintenance.

**Academics & Credentials**

* **Bachelors in Commerce** from Karachi University **- 2002**
* **Intermediate - 1998**