

**PROFILE**

A multi-skilled professional with good all-round HR advisory skills.Very capable with an ability deal with all the requirement and resourcing needs of an organization.Experienced in providing timely and up to date HR advice to both managers and employess whilst at the same time making sure both the employees and employers interest are best represented.Extensive knowledge of working practices,recruitment,pay,conditions of employment and diversity issues.

Now seeking a suitable human resources officer position with an ambitious company.

**ACADEMIC QUALIFICTION**

* 2009- M.Com FROM Ch. Charan Singh University,Meerut
* 2007- B.Com FROM Ch. Charan Singh University,Meerut
* 2004- Intermediate FROM CBSE Board
* 2002- High School FROM ICSE Board

**PERSONALITY TRAITS**

* Persuasive and Team Leader
* Enthusiastic and Innovative
* Proficient speaker of Hindi, English and Arabic
* Self Starter Personality and Masters of Time Efficiency
* Solutions-Oriented and can navigate grey areas
* Trustworthy and discreet
* Teamworking and supporting your colleagues
* Patience, integrity and sensitivityGood at building relationships and able to influence others

**FAISAL**

 **(HR OFFICER&HR EXECUTIVE)**

**CONTACT**

 faisal.381546@2freemail.com

**PERSONAL DETAILS**

**DATE OF BIRTH:** 12TH SEP 1984

**NATIONALITY:** INDIAN

**MARITAL STATUS:** MARRIED

**LANGUAGES**

**ENGLISH**

**HINDI**

**ARABIC**

**URDU**

**PROFESSIONAL SKILLS**

**RECRUITMENT**

* Planned and control of recruitment process from start to finish using the company recruitment grid system.
* Maintain existing employee profile and create new employees' profile in SAP.
* Recruit, interview and hire new employees; work with unit supervisors on job descriptions.
* Coordination with Technical panel and understanding their requirements, defining job positions.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Collaboration with Human Resources to create accurate and detailed position descriptions and attending job fairs.

**SETTLEMENT**

* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Designed Policies and Various HR Forms and Induction Program.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.

**PAYROLL**

* Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
* Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
* Process payrolls with information given for Bi-Weekly and Semi-Monthly payrolls.
* Keep track of leave time, such as vacation, sick, personal, family medical leave and workers comp.
* Track employee attendance using SAP system for payroll purposes.
* Knowledge of making Purchase order in SAP.
* In-depth knowledge of implementation, configuration, and testing of SAP HR payroll systems and applications
* Comprehensive knowledge of Payroll functional areas and working procedures
* Hands on experience in designing and implementing SAP HR Payroll system in a complex environment
* Diverse knowledge of business process, SAP applications, and payroll processing systems

**WORK HISTORY**

**1.**

 **Organization**  **:** **AL-YAMAMA CO-OPERATIVE COMPANY**

 **Location : DAMMAM ,SAUDI ARABIA**

 **Position : HR OFFICER**

**Duration : AUGUST 2011- DECEMBER 2017**

**RESPONSIBILITIES**

* **RECRUITMENT PROCESS (JAN 2017- DEC 2017)**
* Organising and arranging interviews for candidates.
* Writing the terms of employment and contract for new employess.
* Conducting pre-employment checks on job applicants i.e. references,medicalapproval,academic,etc.
* Coordinated with medical, dental, and life insurance brokers, administered benefits enrollment, and processed payroll premium deductions.
* Provided training and support in developing employee skills, team motivation and individual growth and development.
* Prepared check requests and reports for third party payments, as well as managed data input for third party providers.
* Input new employee information into the system using SAP.
* Shared responsibility for key HR functions, including: Employee Relations, Succession Planning and Background Investigations.
* Managed and organized all hiring processes from start-to-finish - recruiting candidates, assessing resumes, interviewing, hiring, and onboarding all new employees.
* Organized recruiting programs, e.g. campus visit, online info sessions, etc.
* Generated reports of recruitment and evaluation data,Interviewing, scheduling, and negotiating salaries as well as coordinate hire dates for candidates.
* Research, establish and implement sourcing plans including utilization of all social media outlets.
* Build relationships with hiring managers and department directors by presenting recruitment strategies as well as cultivate and maintain candidate and manager relationships.
* Coordinate completion of recruitment activities for positions and maintain and track job and candidate data as required to meet various compliance requirements.
* Screened applicants with various tests and interviewing to find the best match for job openings by considering their knowledge and experience.
* **SETTLEMENT PROCESS ( JAN 2016- DEC 2016)**
* Provides information to employees and managers on payroll matters, tax issues, benefit plans
* Keeps informed about changes in tax and deduction laws that apply to the payroll process.
* Input insurance deductions, retirement benefits, garnishments, tracked Paid Time Off (sick, vacation and personal time, etc.) and sorted checks for distribution.
* Implemented new software program SAP to process payroll. Prepared information and resolved all issues to process payroll accurately through the transition.
* Processed and recorded employee time sheets
* Tracked salary changes for union employees according to various contracts
* Maintained confidential information, such as pay rates, bonuses, and pay grades.
* Maintained employee personnel files in line with company policies and government regulations. Retained records in line with company record retention requirements.
* Prepared and maintained employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
* Developed new spreadsheets to track trainings; vacations; sick time; hire dates, etc.
* Maintain accurate and updated employee files and attendance records
* **PAYROLL PROCESS (JAN 2014-DEC 2015)**
* Responsible for the full systems development lifecycle from requirements gathering through coding, testing and implementation of SAP Payroll.
* Record, classify, examine and analyze labor data related to timesheets and payroll processing to ensure current, accurate, and complete payroll and accounting information.
* Possess effective communication, troubleshooting, and time management skills.
* Ability to work effectively in a team as well as in a dynamic environment.
* Handle the tasks of configuring SAP payroll applications to meet the requirements of customers and end users.
* Assigned the responsibilities of installing and testing payroll systems and applications.
* Perform the tasks of providing payroll support to the human resource staff as required.
* Handle responsibilities of preparing SAP functional Specifications and monitoring end to end life cycle process.
* Responsible for identifying the functional requirements of SAP HR process and handle end to end complete life cycle process .
* Assigned the tasks of handling technical issues in areas of technical faulty and error response.
* Assigned the responsibilities of assisting the staff in the planning and implementing the HR Payroll process.
* Handled the tasks of managing and monitoring SAP HR application process .
* **PAYROLL ACCOUNTANT (AUG 2011- DEC 2013)**
* Processed payroll for over 35000 employees and maintained information by designing systems; directing the collection, calculation, and entering of data.
* Prepares reports by compiling summaries of earnings, deductions, leave, disability, and nontaxable wages.
* Prepared and process time sheets at departmental standard.
* Completed daily manual time entries into payroll software system.
* Calculate and verify payroll amounts.
* Maximized efficiency through effective coordination with employees and management.
* Ensured all accounts and payroll actions maintained government compliance.
* Collected employee information and maintained confidentiality of all files.
* Processed weekly and bi-monthly payrolls for hourly and salaried employees.
* Generated reports for each payroll cycle as well as monthly quarterly and yearly documents.
* Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
* Streamlined operations by efficiently completing all process requests.
* Receive all Information of Employee Bank Accounts as for making Solution for their Problems.
* Co-Operate with other operation of Company like Co-Operated with Finance Department, Passport Section, Annual Vacation Department, Reporting to the Directors.
* Daily Discussion with Payroll Manager related any problem about Salary or any other problem which is related with Employee Allowances, Over Time of Employee, and make Sort out of all the Problems.

**2. Organization**  **:** **BARNALA**

 **Location : MUZAFAR NAGAR / UP (INDIA)**

 **Position : PAYROLL CO-ORDINATOR**

 **Duration : JULY 2008 TO JULY 2011**

**RESPONSIBILITIES**

* Day to day accounting of Bank receipts, Bank payments, inter unit advices etc
* Bank Reconcilation, Contract verification, Contract Progress Management.
* Progress Payment Claim, Running account bills generation and management.
* Prepare payroll and tax reports for files and government agencies.
* Timely management of Employee Expense Reimbursement and advance settlement.
* Maintaining accounting documentation locally and timely reporting.
* Debitors and Creditors Ledger Reconciliation.
* Internal Follow up coordination for Debtors collection.
* Budgeting and Variance Analysis in all the Sphere of Business.
* Inventory Control, Credit Note and Debits Notes.
* Ability to work with timely targets.
* Ability to manage interdepartmental issues.
* Taking care of petty cash, reimbursement, office exp& making in system
* Taking care of timidly cash &cheque deposit in the bank & making all the necessary entries before the month end relating to customers & vendors
* Taking care of purchase related to office & branches timidly making payments to vendors as per their payment terms by check & bank transfers