Saleem 

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Professional Experience

Hafsa National School Bhera.

A newly established school in Bhera which aims to provide quality education at primary level. HNS takes pride in introducing new teaching techniques to enable the students to gather knowledge and have confidence in their abilities.

Responsibilities:

(July-15 To-date)

Accounts/Admin Officer.

* Taking care of general administration of school.
* Conducting interviews for new staff hiring.
* Making sure the staff follows the rules and regulations set by the management.
* Making arrangements for school events.
* Receiving the monthly fee of all the students.
* Making sure that all the students deposit their fee on time.
* Depositing the amount in the designated bank account.
* Making sure that the expenses are kept in check.

United Kaipara Dairies Dubai

UNITED KAIPARA DAIRIES CO. (P.SC) DUBAI popularly known as UNIKAI was established in 1977. Initially it collaborated with Kaipara dairies New Zealand. UNIKAI is one of the largest manufacturers of dairy and ice-cream products in the gulf region with more than one thousand five hundred employees and over 600 refrigerated vehicles distributing over 700 of food stuff including frozen products, grains and dry items. The company also sale of trading items both frozen and dry.

Responsibilities:

(20-06-2007 To 20-06-2015)

Have been doing the following duties simultaneously.

HR/Administrative Duties.

* Successfully implemented the New attendance access control system within the company
* Managing the time attendance record of over 800 employees.
* Issuing Biometric Access Cards to the employees to the office staff and to the Management.
* Taking finger prints of the staff to be used as attendance module.
* Checking the incoming and outgoing record of employees on daily basis to ensure that they are working according to their time schedule.
* Working on the security system and making sure that only the card holders get the access into the company premises and that everyone is using their Access cards to get in and go out of the company.
* Printing reports at the End of every month for payroll.
* Making sure that all the employees get their overtime according to the company policy.
* Keeping and managing records of the medical/annual/emergency leave of the staff.
* Act as a reference point for all employees to address their concerns and problems.
* Assisting in the resolution of disciplinary and grievance cases (e.g. acting as an arbitrator between the employees and their direct manager/supervisor).
* Coordinates all employee relations and HR related matters with the company Branch offices in Abu-Dhabi, Al-Ain & Khorfakkan.
* Maintains and exhibits excellent working relationships with all staff and communicates all necessary information to them.

Accounts Duties (Inventory Control.)

* Working with all the stores to maintain the inventory of Raw, Packing, Trading materials

& Spare parts.

* Checking and maintaining the inventory stock and making sure that the book & physical balances tally.
* Maintaining the spare parts Inventory of over 600 Auto vehicles and Thermo-king spare parts.
* Doing costing of the new products to be produced by the company.
* Making sure all the items are booked as per the correct rates.
* Making sure that the stocks are received and issued in correct order.
* Doing perpetual stock counts of all the stores.
* Working with the Auditors’ team to fulfill their requirements.
* Preparing and maintaining various reports to be presented to the CFO on regular basis.
* Hands on experience on usage and implementation of ORACLE & ORION ERP.
* Working with the Production department to monitor the Raw material consumption for production of different items of the company.
* Making sure that Raw material has been used according to the standard set by R&D and QC.
* Checking and pointing out the variances in standard recipes and the material used for production.
* Doing Bank reconciliation.
* Making sure that all the branch cashiers remit the cash on daily basis.
* Making sure that all the cash and CDC cheques get booked and reconciled.
* Handling the Inter-company and Inter-org transfers of materials.
* Closing the accounts on monthly basis.
* Making sure that the General ledger and the accounts balances are tallying and there are no discrepancies.

Directorate General of Immigration and Passports. (Pakistan)

Responsible for issuing Passports to the citizens of Pakistan. It is one of the most important institutions under the Interior Ministry, Govt. of Pakistan. It has over 120 offices in Pakistan and all over the world.

Responsibilities:

(Data Entry Operator)

28-02-2006 To 01-06-2007

* Working in the Production section under high security.
* Printing, Lamination, Packing and delivery of the passports to all the Regional and International Passport Offices.
* Making sure that the entire data remains confidential.
* Entering Data of the VIP’s for making the passports.

**Academic Qualification**

**Degree From Year Grade**

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| --- | --- | --- | --- | --- | --- | --- |
| Graduation | University of The Punjab Lahore | | 2003 | | B | |
| Diploma in English | | National University Of Modern  Languages Islamabad. | | 2004 | | A |
| Diploma in Computer | | Govt. Inter College Bhera. Sargodha | | 2001 | | A |