

**OBJECTIVES**

A highly dedicated professional with 7+ years of experience in Compensation and Benefit, Human Recourse and financial and accounting activities. I am seeking for a position in your company to apply exceptional skills in administrative and managerial duties.

**CONTACT**

RESIDENTIAL :

Dubai , United Arab Emirates

EMAIL:

Anash-394525@2freemail.com

**AREA OF EXPERTISE**

* Payroll Management
* Leave and EOSB Management.
* Incentives & Bonus design and Magt.
* Certified Compensation and Benefit from
* UAE Labor Laws /Compliance Management.
* Employee Relations & Diversity
* Government Relations
* Performance management
* HR Policy, Process & Systems Design.
* Attendance and Time Management.
* Accounts Payable and Receivable

ANASH MUHAMED ALI

PAYROLL SPECIALIST / COMPENSATION AND BENEFIT OFFICER / HR. OFFICER **(HR & Finance Dept. Experienced)**

**EDUCATION**



**Master’s commerce**



IGNOU, Delhi, India

2018 –Pursuing

**Bachelors of Commerce**



St. Aloysius Mangalore, India

2009-2012

**PROFESSIONAL EXPERIENCE**



**Compensation Benefit Officer (OGM)**

**Dubai, UAE** May 2019 to Pursuing

**It** was established on 20 May 1997 as a Public Joint StockCompany through the Amiri Decree No. 9 of 1997. UAE Minister of Information and Culture on 18 April 1999. All contracts, operations and transactions are carried out in accordance with Islamic Shari'a principles.

**Achievement :**

* Developed and Implemented new process for calculating incentives for sales with high validation which reduce the calculating and verification time that created with support of VBA.
* Developed auto generated Report.

**Major Job Description :**

* Prepare /verify incentive calculation as per approved incentive scheme.
* Responsible for monthly processing payroll, paying commissions, overtime, bonuses and other compensation as necessary.
* Verify the monthly payroll with MIS Report and organization Policies.
* Ensure incentive activity is finalized within agreed timelines.
* Highlight any concerns that may arise in any reports, calculations etc.
* Prepare incentives calculations for approved sales Boosters/Sales contests in consultation with relevant stakeholders.
* Liaise and clarify any incentive related queries from Business within agreed timelines
* Liaise with agencies for acquiring incentive invoices
* Ensure outsource agency produces invoices within agreed timelines
* Cost Accounting and Financial Report.
* Project management
* Proficient in MS Office (Macro & VBA Expert) & ERP (SAP , Ramco and Oracle).

**Personal Skill**

* Forward Thinking
* Confidentiality, tact and discretion
* Professional Approach
* Stress Tolerance
* Data Processing Skill
* Problem Solving Skill
* Influencing and Leading
* Decision Making

**Technical Skill**

* Analyzing Data and Problems
* Communicating and Influencing
* Managing risks
* Planning and Organizing
* Managing People
* Financial Reporting and Compliance
* Professional Accounting Standards

**Certification**

* Managing Employee Performance - **University of Minnesota** (2019)
* IT Technology and community – **Intel** **Learn** (2006)
* Fundamentals: Outlook, Word, and Excel – **Microsoft Office** (2018)
* HR + Finance with SAP S/4HANA Cloud and SAP Success Factors. - **Open SAP** - (2018)
* Intelligent ERP with People Analytics and Evidence-Based Management - **Open SAP** - (2018)
* Coordinate and initiate process to get all required approval for incentive payout from different departments like Retail mgmt. HR, FCD etc.
* Liaise with agency to advice timelines of payment of incentives as per internal approvals.

**Payroll & HR Officer**

May 2017 to Apr 2019

**It** is an ever-escalating business enterprise havingmade its remarkable impact felt in multiple domains including business development, cafes. Based in Abu Dhabi, UAE, the company was established in 2009 and now has more than 200 efficient and completely dedicated staffs from diverse nationalities.

**Achievement :**

* Acted as In-charge to Implemented New HRCM System (Paylite).
* Developed Different MIS and HR analysis data base reports.
* Successfully implemented new Grievance and DOT Policy.
* Part of HR Team for executing Performance management '17-18 &18- 19

**Major Job Description :**

* Provide Professional HR and Administrative activities along with managing payroll.
* Collecting, calculating, and entering data in order to maintain and update payroll information
* Determining payroll liabilities by calculating employee federal and state income, social security taxes, employer's social security, unemployment, and workers compensation payments.
* Managing Leave and EOSB Management.
* Resolving payroll discrepancies
* Maintaining payroll operations by following policies and procedures
* Coordinating PRO to renew Documents for all the staff and verifying PRO invoice monthly basis.
* Facilitates new Staff Medicals upon onboarding.
* Acts responsible for the Group Medical Insurance related activities
* Acts responsible for periodic updates of employee data in HRIS (FACTS).
* Communicates / dispatches job offer letters to the selected candidates.
* Responsible for finalizing HR Related Report.
* Acts as the central intermediary in maintaining Employee Relations (coordination / communication with employees from distinct locations for any HR related issues) and escalates the same to the ER Officer to facilitate resolution.
* Handles employee grievances, records statements and drafts incident reports.

**Group Payroll Officer**

**Abu Dhabi, UAE** Jun 2014 to May 2017.

**It** has expanded into core sectors of the economyincluding Industrial Production & Manufacturing, Construction, Transportation & Logistics, Healthcare, Education, Real Estate, Information Technology, General Trading and Safety & Security.

**Achievement :**

* In charge for merging Payroll and Account Payable from Acquired company (KGSS /City Tech to AFSS) - 2016
* Intelligent ERP with SAP S/4HANA Cloud – **Open SAP** **–** (2018)
* Excel Crash Course Certificate - **CFI** – 2019
* VAT – Middle East – **Udumy** – 2019
* Data Science – (Coursera ) **IBM** (2019) & Pursuing Advance level.

**Personal Details**

Nationality

**Indian**

Residence

**Abu Dhabi , UAE**

Valid Driving License

**India / UAE**

Languages known

**English , Hindi ,Malayalam ,Arabic**

**Endorsement – LinkedIn (Some)**

I am an HR Professional with multiple competencies. He can play vibrant roles in the areas of Employee Relationship, HR Metrics and

Analytics, Performance Management, Recruitment and Selection, Employee Engagement and Payroll Management. He is very strong in Payroll Management with the background of General Accountancy. I have been surprised by his excel knowledge and the way he plays with the numbers. Very humble in attitude and behaviors and very capable in learning and implementation. Always helping the employees without time boundaries is his specialty. Anash was an asset to the organization where I was the CHRO.

* Responsible for Implement ERP in AFSS and AFC (HR , Finance and CRM)- 2015

**Major Job Description :**

* Prepare monthly local staff salaries calculation (Approx. above 2500 staff); report month-to-month reconciliation.
* Ensuring compliance with UAE labor law, while assisting the HR Manager in implementing Group HR policy, and updating HR policies when required.
* Obtaining approval from authorized signatories and transfer the payroll document to Finance for further verification and transfer of salaries to employees’ bank accounts and exchange center – (Pay time – Wall street )
* Accurate and timely processing Salary through WPS (wages protection system) for all division employees.
* Preparing settlement of leave salary and EOSB of employees as per the UAE labor laws.
* Maintain Monthly Provision cost and prepayment schedule for Employee relate benefit.
* Preparing & Finalizing Payroll Cost Records and Maintaining Cost sheet.
* Open pension accounts for UAE nationals and send pension contributions in accordance with government regulations; transfer pension accounts when employees leave the company as per UAE labor law.
* Maintaining strict confidentiality of all payroll related information, releasing information to authorized personnel only.
* Lead the coordination of information to external auditors for the annual audit.
* Assist the Controller with the day-today, monthly and year-end operations of the Accounting/ Finance Department including grant management and budget review and analysis.

**Financial Controller And Accountant**

**Kochi, India**

April 2012 to Apr 2014.

* Reporting to CEO& Project Manager.
* Handling month end closing of books of accounts.
* Controlling project cost and released fund accounting.
* Ensure timely of BOQ to prepare the invoice for
* Performing general accounting functions related to monthly closing
* Assisting Project Manager for Management Report-MIS
* Maintain proper record to file TDS.
* Finalizing financial part of subcontractor contract.
* Reconciling All Bank Statement including Payables and Receivables.
* Arranging documents for TDS and Income Tax Filling for recovering /making payment.
* Preparing weekly Cash flow and reporting to management to arrange the fund; initiated to arrange short term fund.
* Developed spreadsheet models for diverse projects and analysis.
* Preparation/Validation of financials, audit schedules for external Auditors

**REFERENCES**



Furnished upon request