

Zain ul abidin

Personal Information

Address: Ghauri Town
Islamabad

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Email: zain.ibd1988@gmail.com

IT Skills

MS Office (Ms Word, Ms Excel,
Ms PowerPoint, Ms Project)

MS Visio

HRMIS

In page

Solo Tech Facial Attendance
Software

Soft Skills

Conflict resolution &
Negotiation

Analytical skills

Creativity

Multi-Tasking

Team Work

Core Professional Areas

HR Operations

Employee Relations

Payroll

Reporting & Analysis

Value Addition & Process
optimization

Achievements

HRIS Centralization

PMS automation

Supervisor Console

Career Profile

A highly driven HR professional with 7 years of hands-on experience, who believes in result orientated approach. Looking to join an organization that offers continuous growth by utilizing my skills/abilities and provides me with the opportunities to have a tangible impact.

Experience

Specialist – Service Delivery (Sep 2023-till date)

Decibel BPO (Formerly HRSG BPO Pvt Ltd.)

HR Operations

- Payroll Services to Pakistan Tobacco Company and British American Tobacco
- Payroll process end to end, Induction, Benefits, Recoveries, Final Settlement
- Payroll Package preparation.

LDC HR (Sep 2022-Aug 2023)

National University of Modern Languages, Islamabad

HR Operations

- Dossier Maintain record updating
- Medical Reimbursement, GP Fund, Leaves, NOC/Experience, House Rent
- Extension of Contracts Working (Minute Sheets, Summaries & Notification)

HR Officer (Nov 2019- Aug 2022)

HR Assistant (Aug 2015- Oct 2018)

Kohinoor Textile Mills

Attendance/Payroll

- Attendance management (DDS Attendance Machines).
- End to end payroll execution on monthly basis.
- Managing employees' queries regarding attendance and salary.
- Ensuring all recoveries in HRMIS
- Preparing monthly salary and overtime report for payment through bank.
- Preparing EOBI, Provident Fund and Payroll Grand Summary.
- Maintaining/processing data in HRMIS for yearly Bonus/WPPF as per law.
- Final Settlement (Clearance process, Vouchers)

HR Operations

- Change Status (Probation, confirmation, promotions, increment, termination, separation, superannuation, transfer letters and extension letters)
- Maintaining and updating employee records on HRMIS/Oracle system.
- Supervising/Audit to maintaining employee's personal files & other records.
- EFU health & life Claim process and follow up from EFU Staff.
- Manage bank accounts of employees for salary transfer
- Orientation and documentation of new employees.
- Employee cards and appointment letters for new joiners.

Reporting & Analysis

- Preparing meeting data (PPC, PMC, and MRM).
- Preparing daily, weekly, monthly and yearly reports (Dashboard, Turnover Report, Wages & OT Summary, Cost Per Employee)

Education

DAE (Civil)	PBTE
FA	FBISE
Matric	FBISE

Reference will be upon on request