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CAREER OBJECTIVE:

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

EMPLOYMENT HISTORY:

February 1st 2019 – Present

CHIP Training & Consulting (Pvt) limited
(Project: Polio Eredication Initiative-WHO)



Regional Coordinator

Current employee strength: 760 Approx.

Company Profile:

CHIP Training & Consulting - CTC (Private Limited) is the training and consulting arm of Civil Society Human & Institutional Development Programme (CHIP) in Pakistan. Although the company was launched as an independent consultancy firm in the year 2007, its roots go back to 1993 when it was initially a Swiss NGO Programme Office (SNPO as part of SDC/Embassy of Switzerland). It later evolved into CHIP, an independent non-profit organization. One of the programmes of CHIP was its Resource Centre, which provided trainings and knowledge management services in the field of project management, organizational development and other developmental thematic areas. This resource center eventually became an independent organization which started functioning as CHIP Training and Consulting (CTC) in December 2007.

Reporting to

- **Project Manager**

As Regional Coordinator, my major responsibilities are:

1. Assist Project Manager in fulfilling HR requirements for the client, including coordination with client for staff recruitment and selection process, shortlisting, telephonic interviewing, preparing and processing hiring cases
2. Preparing offer letters, appointment letters, processing post employment documents
3. Ensuring the recruitment process is rational and apparent and complies with policies and procedures.
4. Preparing joining kit and plan orientations for newly recruited employees
5. Enrolling new inducted staff over HRIS and maintain record in excel sheet
6. Work with the payroll team for employee salary processing, Change file management and benefit administration and Exit processing.
7. Facilitate client in probationary evaluations, and ensure that appointment letters/confirmation letters and records are properly maintained and updated on a timely basis.
8. Processing of claims for Health and Life Insurance
9. Processing final settlement cases of separated staff
10. Monthly visits to field and conduct sessions with Area level and UC level staff, Regular participation in Town Halls
11. Perform other task related to staff administration, such as issuance of Bank account opening letters, Issuance of payslips, issuance of Name Tags and BAUs
12. Preparing and presenting monthly visibility report of region

October 1st 2015 – 31st January 2019

CHIP Training & Consulting (Pvt) limited
(Project: Polio Eredication Programme-UNICEF)



Senior Payroll Officer

Current employee strength: 14000 Approx.

Reporting to

- **Senior Manager**
- **Payroll Manager**

As Senior Payroll officer, my major responsibilities were:

1. Ensure the operational aspects of payroll processing and associated activities, including salary disbursement, over payment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation.
2. Coach, mentor, train and coordinate the activities of relevant staff within Employee Services.
3. Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
4. Communicate with clients and employees, understand their payroll related issues and offer easy payroll solutions.
5. Sharing of salary adjustments details as per turnover and new hiring with Head Office.
6. Consolidated Payroll adjustment file and HR data.
7. Coordination & Liason with field staff for salary preparation.
8. Maintenance and consolidation of payroll adjustment file.
9. Strong coordination with recruitment and staff management department for preparation of payroll invoice.
10. Strong coordination with multiple Banks for opening of Bank accounts of newly recruited staff.

Key Achievements:

- Establish a strong communication system with staff to resolve their payroll related issues.
- Maintain and Process 6000 staff payroll and POL data.

Additional Task

- *Other HR responsibilities included conducting interviews of candidates to various positions.*
- *Field staff dual job verification from Government entities.*
- *Data Migration to HRIS.*

February 17th 2015 – September 30th 2015

CHIP Training & Consulting (Pvt) limited
(Project: Polio Eredication Programe-UNICEF)



Human Resource Officer

Reporting to:

- **Senior Manager HR**

As Human Resource Officer my major responsibilities were:

1. Ensure the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation.
2. Strong Communcation with Provincial level staff regarding their monthly plan.
3. Preparation of staff comtract extension and experience letters.
4. Assist the Senior Manager HR to report staff stringht on weekly basis.
5. Assist the Senior Manager HR to report trained staff on weekly basis.
6. Assist the Senior Manager HR to report turnover ration on weekly basis.

February 1st 2014 – February 16th 2015
Federal Employees Cooperative Housing Society (F.E.C.H.S)



Chief Accountant with additional task of Recovery

Current members/client strength: 27,869 Approx.

A Co-operative organization is an association of persons united voluntarily to meet their common needs through a jointly-owned and democratic setup. To meet the common object, the members pool their resources and cooperate with each other on 'self-help' basis. The main theme of Cooperative Movement is "One for all and all for one".

Each member of a cooperative society is an 'owner' as well as the 'client' of the society.

Reporting to:

- Office Manager
- Society Secretary

As Chief Accountant my major responsibilities were:

1. Keep tracking outstanding instalments
2. Plan course of action to recover monthly instalments and development charges
3. Ensure timely recovery of Utility bills from the society members
4. Negotiate payoff deadlines and payment plans
5. Reconciliation of instalments and development charges on daily basis
6. Preparing of monthly reports such as outstanding dues recovered and Aging
7. To verify client instalment payment before issuing NDC (No demand certificate) (approximately 150 on daily basis).
8. To maintained record and processing utility bills of society on monthly basis.
9. Communicate with client, understand and resolve their payment related issues.

April 1st 2012 – January 31st 2014
Micronox Solutions (pvt) limited.



Finance Executive

Reporting to:

- Managing Director
- General Manager

Employee strength: 150 Approx.

Micronox is a trusted global business process outsourcing center, and a full spectrum service provider that offers cutting-edge solutions catering to small and medium businesses covering a wide range of industries.

As Finance Executive my major responsibilities were:

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.
10. Maintains financial security by following internal controls.

11. Prepares payments by verifying documentation, and requesting disbursements.
12. Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
13. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
14. Maintains customer confidence and protects operations by keeping financial information confidential.

EDUCATIONAL HISTORY:

- M.Com from University of Punjab, 2011
- B.Com from University of Gujrat, 2009

COMPUTER LITERACY/ TECHNICAL EXPERTISE:

- MS Word, Excel, and all other MS Office Suite Applications
- Office automation

Other personal details:

Marital Status: Married
Nationality: Pakistani
Date of Birth: 25th February 1989
CNIC Number: 16101-4910114-5