

MAZHAR ALI

**Address: Mehran Homes House # 15 Citizen Colony
Qasimabad Hyderabad.**

Cell: 0309-0611806

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OBJECTIVE:

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

PERSONAL INFORMATION:

- ✓ Name: Mazhar Ali
- ✓ Father's Name: Ghulam Rasool
- ✓ Surname: Lakho
- ✓ Date of Birth: 01-10-1996
- ✓ CNIC No: 43203-2128940-5
- ✓ Marital Status: Married
- ✓ Domicile: Jamshoro
- ✓ Nationality: PAKISTANI
- ✓ Religion: ISLAM

ACADEMIC QUALIFICATION:

Qualification	Obtained Marks	Total Marks	Grade	Percentage	Board/University	Passing Year
Masters in Public Administration	2684	4100	B	65.46%	University of Sindh	2021
Intermediate (HSC) FSC	722	1100	B	65.63%	B.I.S.E Hyderabad	2016
Matriculation (SSC)	557	850	B	65.53%	B.I.S.E Larkana	2013
C.I.T in Computer	702	1000	A	70.2%	Trade Testing Board Sindh, Karachi	2020

EXPERIENCE:

4 years as DEO (Data Entry operator) at MAAZ STEEL Importers, Exporters, Distributor, wholesaler 2013-2017

RESPONSIBILITIES

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required

3 years experience as HR Administration at AMMAN ENTERPRISES Importers/ Exporters General Order Suppliers Hyderabad 2017-2020

RESPONSIBILITIES

- Responsible for all human resource activities to include employment, compensation, labor relations, benefits, and training and development.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Develop and maintain relationship with employment agencies, universities and other recruitment sources.
- Dealing with outside agencies on labor and administrative matters.
- Prepare and maintain company salary structure, job documentation, and job evaluation systems. Complete salary survey questionnaires.
- Manage process of preparation and distribute of payroll.
- Design and conduct new employee orientations.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
- Develop of Management/Department Level and job descriptions of positions
- Recommend, develop and schedule training and development courses.
- Time motion study and altering the employee sanctioned accordingly.
- Provide advice, assistance and follow-up on company policies, procedures, and documentation.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
- Develop and recommend operating policy and procedural improvements.
- Other duties as assigned.
- Perform specific research/investigation into operational issues, as requested.
- Provide on-the-job training to new employees

Finance Manager at HR ENTERPRISES Importers/ Exporters **General Order Suppliers Hyderabad 2020-2021**

RESPONSIBILITIES were

- All ratios Analysis
- Credit & Risk management handing
- Producing accurate financial reports and information
- Developing cash flow statements
- Projecting profit
- Managing credit
- Providing advice in making financial decisions
- Directing investments
- Making financial forecasts
- Budgeting
- Managing risk of financial loss

COMPUTER SKILLS:

- **Finance**
- **Economics**
- **Accountancy**
- **Computing**
- **Business Studies**
- **MS, Word, Windows Installation**
- **ERP,SCM,CRM,Ms Excel vba HRM,Accounting,Finance as well as software operating system**
- **All MIS Operating systems**

LANGUAGES:

- **English,Urdu,&Sindhi**