

Asim Ahmed

House No 25/Block – B,
Unit No 2, Latifabad, Hyderabad.
Contact no: +923213004159



A Self-motivated individual seeking a challenging & growth-oriented position within a Professional environment in your organization. I am accustomed to working in high-pressure environments that require rapid problem analysis & decision-making.

Related Work Experience

LEOPARDS COURIER SERVICES PVT LTD.

Zonal Manager HR.

Mar 2023 To-Date

Responsibilities:

- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Investigate employee issues and conflicts and brings them to resolution.
- Ensure all company HR policies are applied consistently.
- Maintain HR systems and processes.
- Analyze trends in compensation and benefits.
- Develop, oversee, and direct events to improve employee morale.
- Service delivery facilities provide to employees.

HR Executive.

Sep 2022 to Mar 2023

Responsibilities:

- To oversee HR activities of daily operations.
- Payroll administration & compliance.
- Employee onboarding & talent acquisition activities
- Conduct training of different departments with the coordination of the concerned department.
- Maintain the filing system of employees.
- Participate in the development of HR objectives & systems.
- Visit different cities in the zone.

FULCRUM (PVT.) LTD. (Deputed at Colgate Palmolive)

HR Site Supervisor / Payroll Executive

Dec 2021 to June

Responsibilities:

- Resolving factory workers' queries regarding attendance and time management.
- Data Compilation of the attendance & finalizing process.
- Verify Attendance for all the shifts.
- Coordination with Colgate Palmolive staff to finalize daily support.
- Work on workers' daily OT report.
- Daily reporting related to shifts in & out.
- Reporting correspondence to minimize issues.

DATASOFT SOLUTIONS (PVT.) LTD.

Compliance Officer (Client Onboarding & Real-time Monitoring) Aug 2021 to Oct 2021

Responsibilities:

- Review and independently assess cases derived from unusual activity reports submitted
- Conduct an end-to-end review of potential suspicious activity.
- Utilize systems and open-source tools to conduct investigations.
- Compare observed activity with client KYC expected activity profiles for anomalous transactions or behaviors.
- Administer the implementation of regulatory compliance control databases.
- Ensure that actual and potential compliance violations and risk situations are proactively identified, investigated, and resolved or escalated in an appropriate and timely manner.
- Assist with keeping AML/ATF-related policies and procedures current.

BASE CAMP DATA SOLUTIONS (US Outsourcing).

Accounts Payable Specialist

Sep 2018 to June 2021

Responsibilities:

- Reconciliation of different files and making a summarized report.
- Ability to resolve issues independently by understanding and being attentive to detail.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

NPD (PVT) LTD.

Branch Accountant

Sep 2017 to Sep 2018

Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Bookkeeping.

Q.MIX READY MIX MANUFACTURING (L.L.C), UAE.

Junior Accountant & Document Controller

July 2016 to Nov 2016

Responsibilities:

- Post journal entries to ensure all business transactions are recorded as per the standard of the origination.
- Issuance of invoices and track record of receivables.
- Maintain the documents in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Coordinate all activities related to the Document Control procedure, including legal/Constitutional and banking documents.

BANKISLAMI PAKISTAN LIMITED.

Service Quality Officer (SQO)

July 2013 to June 2015

Responsibilities:

- Branch Health
- Customer Services
- Personal Grooming
- Maintain a Daily Checklist of Branch health and various other SQ indicators.
- Assist the Customers and guide them as per their requirements by following the laid down SQ parameters.
- Ensure the effective use of the Electronic Ticket System by Customers.
- Record customer complaints and route them to Complaint Resolution Unit (CRU) for further resolution.
- Compile the Daily checklist on a monthly basis and send it to Hub Service Quality Supervisor (HSQS) for detailed analysis and feedback.
- I have worked in Operations as well during my tenor as SQO i.e. Account Opening, Inward and Outward Clearing, Cheque Book & Pay Order issuance, Internal transfers, Biometric scanning of thumbs, Remittances (Money Gram, etc)

CHIP TRAINING & CONSULTING (PVT) LTD.

Social Mobilizer

Jan 2012 to Jun 2012

Responsibilities:

- **Communication:**
Performed interpersonal communication (IPC) and counseling with families consisting of pregnant women, children vulnerable to polio and susceptible to other communicable disease.
Accompanied house-to-house team, facilitating entry in all houses allowing the team to initiate queries on immunization, and providing information on all 5 years children if missed by the team.
- **Relating & Networking:**
Conducted meetings with neighborhood people, mothers, resistant family members, and influencers, Lady Health Workers (LHWs) to dispel misconceptions about the vaccine and to encourage resistant families to immunize their children and influence others to do so.
- **Data Collection:**
Conducted surveys of high-risk areas (HRA) to list all eligible children under five years of age, pregnant women, and available resources like schools, madrassa, health posts, etc. in that area.
Updated field book on a regular basis with information on new-born, pregnant women, families leaving or coming to that area, immunization status especially in SIA, and routine immunization.

Education:

- ***M.B.A (Management):*** **CGPA: 2.8**
University of Sindh Jamshoro, Hyderabad, Pakistan.
- ***B.B.A (Business Administration):*** **CGPA: 2.5**
University of Sindh Jamshoro, Hyderabad, Pakistan.

Computer Skills

- MS Office, (MS Word, MS Excel, MS PowerPoint and Outlook)
- PC Installations, Windows Installations.
- Troubleshooting of Various Hardware and Software.
- Able to configure HDD, CD Drivers, CPUs, Modems, and Printers.
- 60 wpm Typing Speed.

Personal Information

- Name: Asim Ahmed
- Father's Name: Zafar Ahmed
- Surname: Shaikh
- Marital Status: Married
- CNIC No: 41303-3456406-3
- Date of Birth: 23-06-1989
- Domicile: Hyderabad, Sindh.

References available upon request