



# SHAKIL AHMAD

shakil.jamale@gmail.com

☎ +9223335782058

🏠 Warsak Road Peshawar Pakistan

LinkedIn: <https://www.linkedin.com/in/shakil-ahmad-6b498564/>

## Professional Summary

Experienced 15+ years / Qualified & Verified by Saudi Council of Engineering as Human Resource professional with IT-Back Ground. My core areas of strength are HRM, Personnel Administration, Employee Payroll process, In addition, Process (Hiring to termination) Thru System Implementation and Development as per the Organization's needs according to the Country Labor law. Able to understand business requirements quickly through analyzing & evaluating the situation at hand. Able to provide a solution in any challenging environment

## Work History

01/2021 – 08/2024

### Payroll Administrator

#### *AYTB Company, Al Jubail, Saudi Arabia*

- Providing information and answering employee questions about payroll related matters.
- Managing electronic timekeeping systems or manually collecting and reviewing timesheets.
- Calculating payable hours, commissions, bonuses, tax withholdings, and deductions.
- Preparing and issuing earnings statements.
- Maintaining employee records.
- Accurately reconciled and balanced payroll accounts to deadlines.
- Worked closely with HR to ensure compliance with regulations and maintain appropriate correspondence with employees and management.
- Input new payroll data manually or by scanning associated documentation into computer system.
- Reviewed submitted time sheets and work charts to validate payroll information .
- Kept employee records complete, accurate and compliant.
- Updated employee pay information to reflect correct base pay and special entitlements.
- Maintained organisational records of gross and net employee salaries.
- Coordinating with the HR department to ensure correct employee data.
- Providing administrative assistance to the accounting department

08/2009 - 12/2020

### **HR System Analyst**

#### ***AYTB Company, Jubal, Saudi Arabia***

- Modified current systems to enhance workflows and meet new needs.
- Facilitated system expansion, modification, and updates.
- Consulted with users and management to formulate guiding principles.
- Monitor the accurate processing of staff appointments, transfers, promotions, and termination
- Customizing the application, through personalization as per business requirements
- Review and improve HR policies and procedures.
- Maintaining the integrity of data held within the Human Resources System
- Troubleshooting systems-related error messages
- Provides support to all HR-related self-service functions.
- Administer the Users imposing limits on what users can access through menus, security profiles,
- Training and providing documentation to the users.

01/2009 - 08/2009

### **Placement Officer,**

#### ***Fatima Jinnah Woman University, Rawalpindi, Pakistan***

- Identified and immediately corrected unsatisfactory placements based on student or employer feedback.
- Coordinated programme of work experience placements in support of students.
- Used educational and programme expertise to advise students and parents on work placement choices.
- Evaluated student workplaces for compliance with health, safety and environmental standards.
- Prepared students for placements with training on important skills or processes.
- Communicated with students throughout placements to check on experiences and offer assistance.

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**Skills**

- Strong administration skills.
- Familiarity with business software such as Microsoft Office.
- Strong communication skills, both written and verbal.
- The flexibility and willingness to learn.
- ERP Oracle E Business Suite R12 implementation
- HR support
- Payroll auditing

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**Education**

- 12/2008 **Master of Business Administration, Human Resource Managment, CECOS University, Peshawer Pakistan**
- 03/2005 **Bachelor of Science, Computer, Peshawer University, Peshawer Pakistan**
- 03/2003 **A-Levels, Pre-Medical With Additional Math's, Secondary School certificate, Peshawer KPK Pakistan**

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**Certifications**

- Excel Advance Course Certificate From Bayan International Saudi Arabia.
- Appreciation Certificate from Visual Soft Saudi Arabia, For success implementation of HR system.
- Internship Certificates from SRSP KPK Pakistan

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**Languages**

**Urdu, Pashto:** Native language

**English:**

C2

Master or proficient

**Arabic:**

A2

Elementary

Date: 10/06/2024

Employee ID: 22394

التعريف الوظيفي  
Employment Certification

التاريخ: 1445/12/03هـ

الرقم الوظيفي: 22394

Addressed To	: To Whom It May Concern	إلى من يهمه الأمر	: موجه إلى
Purpose	: Employee Experience Certificate	شهادة خبرة الموظف	: الغرض
Full Name	: Shakil Ahmad	شاكيل احمد نظام	: اسم الموظف
Position	: Administrator	اداري	: الوظيفة
Hire Date	: 13-AUG-09	13-AUG-09	: تاريخ التعيين
Nationality	: Pakistani	باكستان	: الجنسية
ID \ Iqama No#	: 2276370596	2276370596	: رقم الهوية / الإقامة
Passport Number	: QG1156674	QG1156674	: رقم جواز السفر
Total Monthly Salary	: SR. 4984	4984 ريال	: إجمالي الراتب الشهري

This certificate is issued to the employee upon his personal request, with the understanding that AYTB will not be held responsible for any consequences resulting there upon.

وقد أعطي له هذه الشهادة بناء على طلبه وذلك دون أدنى مسؤولية على الشركة.

إدارة الموارد البشرية  
Human Resources Department

