

ABDUL HAFEEZ BUTT

HOUSE # DN-67 SECTOR 4A
KHAYABAN-E-SIR SYED
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OBJECTIVE: To work with an organization where I can upgrade my professional skills and expertise in related field to achieve and accomplish the strategic goals and objectives of the organization.

PROFILE:

- HR
- Admin

WORK EXPERIENCE:

Scotmann Pharmaceuticals (Wilson's Pharma Group)

(Jan 2019 – to date)

Presently working as **Deputy Manager HR**

Responsibilities include:

- Working on SAP.
- Preparation of Payroll Data.
- To Maintain Employees Personal Files/Master Data.
- Conduct Interviews and Initial Screening.
- HR Operations.
- Coordinate with the Management and the Employees.

Industrial Relations;

- Dealing with E.O.B.I about Pension/Grant of the Employees.
- Dealing with W.W.F (Worker Welfare Fund) about Scholarship of the Employees Children, Marriage Grant and Processing of Hajj Application of the workers etc.
- Dealing with Social Security about Registration of the Organization & Employees, Employees Medical Card and Reimbursement of Payments.
- Dealing with Labour Office.

Administrative Tasks;

- Looking After activities of Vehicle Maintenance/Fleet Management.
- Conference Room Management..

Scotmann Pharmaceuticals (Wilson's Pharma Group)

(July 2004 – Nov 2010)

Human Resource Officer

- Working on TAS (Time Attendance System).
- To Maintain Employees Personal Files.
- To Maintain Employees Leave Record/Attendance Record/Over Time Record.
- Working on HRIS/MS Access database managing.
- Preparation of Salary Data.
- Employees Clearance while leaving the organization
- Preparing reports for management review.
- Documentation.
- Inter Offices.

ADDITIONAL DUTY (Dec 2010 – Dec 2018)

- Prepare Pay Bills.
- Petty Cash.
- Mess and Imprest Accounts.
- Bills Handling.
- To Maintain Ledger Record.
- Bank Accounts Opening of the Employees.
- Inter Office Memo.

PROFESSIONAL CERTIFICATIONS

- Certificate of “Human Resource Development” from Capital Administration and Development Division DWE (23rd Nov 2021 to 25th Nov 2021).
- Certificate of “Productivity Improvement through Problem Solving Techniques” from NPO Pakistan (December 22, 2021).
- Certificate of “Communication and Personal Management Skills” 13th September 2020.
- Certificate of “Human Resource Management” from Capital Administration and Development Division DWE (06th Feb 2018 to 8th Feb 2018).
- Two Days Basic Course on “Labour Laws” from Capital Administration and Development Division DWE (23rd Jan 2018 to 24th Jan 2018).

CERTIFICATIONS

- Training “SoftLogix” Royal Plaza 6th Road Rawalpindi.
- Graphics “FutureSol” Royal Plaza 6th Road Rawalpindi.

EDUCATIONAL QUALIFICATIONS:

B.Com (Bachelor in Commerce)

Govt. College of Commerce Rawalpindi (University of the Punjab).

D.Com (Diploma in Commerce)

Govt. College of Commerce Rawalpindi (Punjab Board of Technical Education Lahore).

Matric - Science

BISE (Board of Intermediate & Secondary Education Rawalpindi)

REFERENCE:

Will be furnish on demand.