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Agha Hashim Ali Khan

Summary

I have worked with Malik Distributors as Administrator, Himont Pharmaceuticals & Akzo Nobel Pakistan Limited as HR Officer in Human Resource Department since 2011 till February 2023. I have good command on Payroll on SAP along with Recruitment, HRMS, HRIS, Employees Retention, Employees Personal File Record, Employee Appraisal, Official Letters Writing, Training, Compensation, Insurance, Event Organizing, Attendance, Leaves & Time Management System, Data Entry, Data verification, etc. Taking initiatives has always been my academic and career focus. I believe



Skills

- HR Reporting
- Recruitment & Reporting
- Exceptional communication skills
- Time, attendance, leave management
- Managing priorities
- Employee Relations
- Team work

Education

Bachelor of Commerce:
Punjab University – 2005

Reference

Hummayoun Nasir- Sr. HR Associate
at Globalization Partner

+971 54 392 3183

Jawad Mirza-Operation Manager in
Swiss Pearl Hotel

+971 58 112 3788

Work history

Administrator & Data Entry Operator- 05/2022 to 01/ 2023

Malik Distributors, Pakistan.

- Dealing with queries on the phone, email, receiving visitors.
- Filing documents in assigned file
- Prepare, compile & sort documents for system entry.
- Verify Receipts of data & recording accordingly.
- Transfer data from paper system to computer.
- Attendance of staff & vehicle maintenance.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.

HR Officer – 12/2017 to 02/2023

Himont Pharmaceuticals Pvt. Ltd., Pakistan

- Works on company payroll, final settlement, goodbye allowance.
- Recruitment, initial screening, interview scheduling, induction of new joiner, work space, formal letters drafting.
- Time, attendance, leaves, file management, new joiner staff ID issuance along with card.
- Medical claims (OPD & IPD) of employees and their verification.
- Life & Health insurance of employees along with policy renewal.
- Compensation & Benefits matters, employee relation management.
- Any other task assign by management.

HR Officer– 07/2011 to 12/2017

Work history

- Time in/out, leaves, leave quota, absent, attendance record reporting to concerned managers.
- File management of new & all staff along with issuing staff id to joiners with attendance card.
- Employee Payroll matters, annual leave encashment, final settlement, drafting official letters & employee contracts.
- Employees' medical claims and their insurance related matters.
- Compensation & Benefits of employees. Compliance related matters i.e. EOBI & Social Security of employees.
- Updating organizational chart by highlighting vacant positions and positions filled then sharing with managers.
- Annual working on Workers Profit Participation Fund (WPPF) and distribution in workers.
- Organizing quarterly co-curricular activities and Family Get Gather, Annual trip & other events.
- Any other task assign by seniors.

Application & Software: SAP, HRMS & Edotwin

Team Leader – 08/2010 to 07/2011

Sulk Pharmaceuticals, Pakistan

Asstt. Accountant & Data Entry Operator– 05/2008 to 05/2010

General Packages, Pakistan

Coordinator– 09/2006 to 04/2008

Shahid Mehmood & Company, Pakistan