 Cell #: 0321-6079034

Email: [mzhrabbas4@gmail.com](mailto:mzhrabbas4@gmail.com)

Address: Chak no 187 RB Teh,Jhumra Fsd

***Mazhar Abbas***

***Profile Summary***

Manager Admin & HR with

15+ years diverse and progressive experience planning and directing executive-level administrative affairs. Skilled in all aspects of executive administration including liaising with senior corporate and government representatives, travel and accommodation arrangements, transportation and telecom management, correspondence preparation and distribution, meeting documents preparation, control documentation, contract negotiation and administrative procurement. Proven record of success increasing efficiency and reducing expenses. Accustomed to fast-paced, high-pressure positions, ability to prioritize multiple tasks, meet deadlines and provide quality services

***Highlighted Skills***

* Executive Office & General Office Management & Administration.
* Travel & Accommodation, Fleet, Transportation & Telecom Management.
* Utilities, Staff Colony, Canteen & Housekeeping Management.
* Corporate Events Management.
* Client/Vendor Relationship.
* Security & CCTV Operations.
* Trainings related to Environment
* Health & Safety.
* Incident/Accident investigation & Reporting.
* Dealing with Govt Agencies. i.e., SNGPL, WAPDA, PTCL & Police
* Employees Welfare, EOBI & PESSI.
* HR documentation & Recruitment Process.
* Payroll Assistance & Grievances Management.
* Environmental Monitoring & EHS Inspections.
* Environmental Health & Safety Audits.
* Risk & hazards identification & rectification.

***PERSONAL BIODATA***

Father’s Name: Mukhtar Ahmed

Date of Birth: 02 -05- 1984

Domicile: Punjab

N.I.C #: 33101-4881881-9

Marital Status: Married

Religion: Islam

Driving License, No: 2014/110384

Passport No: ED1018813

***PROFESSIONAL EXPERIENCE***

20-08-2020 to till continue **Manager Admin & HR**

Samira Fabrics (Pvt) Ltd Faisalabad (Textile)

******23-08-2016 to 19-08-2020 **Deputy Manager Admin & HR**

Ghani Halal Feed Mill (Pvt) Ltd Lahore (Food)

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01-09-2012 to 19-08-2016 **Assistant Manager HR & Admin**

M.K Sons (Pvt) Ltd Faisalabad (Textile)



05-10-2005 to 31-08-2012 **Sr. Officer HR/ Admin**

Kamal Hosiery Mills (Pvt) Ltd Faisalabad (Textile)



03-08-2003 to 30-07-2004 **Asst Ware House Incharge**

Sharf Logistics Ltd Lahore Pakistan (Unilever)

***R*egarding Administration & HR**

* To receive employment requisition from department and arrange persons accordingly.
* According to the instructions of HOD call the candidates and arrange their interviews.
* To scrutinize the documents of candidates.
* Entry of personal data of employees into system and issuance of appointment letter.
* To make and issue employee’s Identity Cards and keep their record.
* Completion and maintenance of personal files of all types of employees (Permanent, Daily Wage, Piece Rate etc.)
* To make the confirmation report on daily basis and forward it to concerned HOD.
* To issue Confirmation Letter to employees after approval of HOD.
* To receive resignation from employees after their exit interview, prepare their full and final settlement and forward to accounts department for payment of dues.
* To segregate the personal files of Resigned/ Terminated employees.
* To prepare Annual Increment Budget reports.
* To prepare Annual Increment Report of eligible employees.
* To prepare monthly/ annual EOBI & PESSI contribution and Health Insurance premium returns and their record.
* Issuance of EOBI, Social Security and Health Insurance Cards to employees.
* To help and guide the employees to avail the benefits from Labor Welfare Institutions (EOBI, PESSI, Health and Group Insurance Companies etc.)
* To pursue the employee’s benefits cases regarding Social Security, EOBI, Health Insurance, Compulsory Group Insurance and Labor Welfare Department etc.
* To keep the record of claims endorsement and correspondence with insurance companies.
* To complete all the process regarding disciplinary matters.
* To keep the record of Disciplinary Actions taken.
* Designing and Development of HRMS (Payroll Management System, Hostel Management System, Transport Management System, Employee’s Management System etc.)
* Co-ordination with Compliance Department.
* To prepare and maintain Compliance Manual of HR Department i.e. Record Fire Drills, First Aid Training, Injury Log Sheets and Wages & other Benefits payment record etc.
* To look after the Gate and security matters IGP, OGP etc.
* Daily checking of canteens and wash rooms to insure healthy and hygienic conditions.
* To look after the house keeping activities.
* To check the health and & safety requirements on daily basis.
* To keep the record of Family, Executive and Bachelor Hostel allotments.
* To supervise the drivers.
* To Supervise Vehicles Log Books.
* To check and raise demands about maintenance works.
* To keep the record of contractors.
* To Supervise the Store matters demand requisition, purchase indent and GRN etc.
* Dealing with Govt Agencies. i.e., EOBI , PESSI, SNGPL, WAPDA,WASA , EPA , Food Department , Livestock , PTCL , Police , Civil Defense ,TMA , APTMA , Market Committee , District council , Civil court & Labor court .

**ACADEMICS**

* B.A Punjab University Lahore

* F.A Board of Intermediate & Secondary, Fsd.

* Matric Board of Intermediate & Secondary, Fsd.

**COMPUTER SKILLS**

* Microsoft Office, In page, Adobe Photoshop, Internet.

**Language: Read Write Speak Understand Typing**   
 3 Entry(s) **English**

Easily Easily Normal Easily 40 (WPM)

**Urdu**

Easily Easily Easily Easily 30 (WPM)

**Punjabi**

Easily Easily Easily Easily 25 (WPM)

**Hobbies**

* Writing, Reading, Playing

**REFERENCES :**Will be furnished on request.