



Contact

Phone:

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Email:

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Permanent Address:

House No R-31 Al Syed Center
Quaid Abad Landhi Karachi
Sindh, Pakistan

Current Location:

Sidro, Dahan, Ras Al Khaimah
United Arab Emirates

Skills

- QB & Oracle
- Microsoft Office
- HR & Documentation
- Oral Communication
- Inventory Control

Hobbies

- ✓ Sports
- ✓ Travel
- ✓ Cooking

Languages

- ❖ English
- ❖ Urdu
- ❖ Sindhi
- ❖ Punjabi

FAYAZ AHMED

ABOUT ME

Highly motivated and creative person with 6+ years' experience in Human Resource, Payroll, Inventory Reconciliation and Inter Audit. Excellent team worker with good communication skills. An active person with dynamic approach to work and strong desire to achieve goals.

WORK EXPERIENCE

HUMAN RESOURCE & ACCOUNTS EXECUTIVE

Dubai International Real Estate LLC | Ras Al Khaimah, UAE |
Sep 2023 – Present

- Prepared forms and other documents related to sales, renewals
- leases, Submit Fewa, Contract Baldia and Prepare HR documents
- Complete month end process, reconcile security deposits, and management fees, Received daily Rent Payment and Deposit.

SR. OFFICER INVENTORY & RECONCILATON

Zaman Textile Mills Pvt Ltd. | Karachi, Pakistan |
Sep 2020 - Jun 2023

- Maintaining and updating records, Receive and inventory stock
- Monitor and confirm inventory records to ensure the accuracy of the listed information.

HUMAN RESOURCE EXECUTIVE

Rehmpac Pvt Ltd. | Karachi, Pakistan |
Feb 2020 - Aug 2020

- Creating job descriptions for various roles and advertising them on various platforms
- Managing HR activities like meetings, interviews, and schedules

HR & PAYROLL OFFICER

Alkaram Textile Mills Pvt. Ltd. | Karachi, Pakistan |
Jul 2017 - Jan 2020

PAYROLL ASSISTANT

Beltexco Pvt Ltd. | Karachi, Pakistan |
Aug 2014 - Jun 2017

CERTIFICATE

MS OFFICE & ENGLISH LANGUAGE CERTIFICATE

Benazir Income Support Program | Khairpur, Pakistan

EDUCATION

BACHELOR OF COMMERCE HON'S (FINANCE)

Shah Abdul Latif University | Khairpur Pakistan - Jul 2013

DIPLOMA OF ASSOCIATE ENGINEERING (CIVIL)

Sindh Board of Technical Education | Karachi, Pakistan - Jul 2012