

Syed Arifuddin
Email : syedarif2737@gmail.com
Mobile:+966539868063
Iqama Status: Transferable

HR Payroll Specialist

Accomplished HR department Specialist responsible for recruitment, employee relations, performance management, and new employee orientation. Train HR specialist on payroll and benefits administration, maintain employee records and manage corporate HR initiatives including diversity recruitment and employee retention.

Area of Expertise

- Selection and Recruitment
- Completed Visa and Document Process for International Recruitment
- HR Best Practice System Implementation and Coordination
- Moving Ahead to HR Payroll Consultant
- Employee Issues and Conflict Management
- ERP Payroll Administration
- Administration and Discipline
- Twenty-Six (26) years' experience in, Personnel & Payroll Publication.
- Computer Experience includes **Msword, Excel, Powerpoint , MSAccess, Ms Visio & Oracle JD Edwards/SAP ERP and JISR HR Module.**
- Communication skills oral, written, and independent correspondence.
- Matured interpersonal/ organizational skills.
- High sense of responsibility and consistency of work towards better achievement of company aspects.

Company Profile Limra Consultants (Interiro Designer and Architects, Maruti Nagar, Santosh Nagar, Hyderabad, Talangana-500059, India

Accountant cum Administrator

From: January 16, 2023 to Present

Regularly review bookkeeping for accuracy
Review and update accounting processes and procedures as needed
Make financial recommendations,
Handling Payroll

Company Profile



Kadi Group Holding is well known and strong family business for more than 73 years. The group is a rapidly progressive, market leader and pioneer in the Tent manufacturing. At current moving ahead with diversified and conglomerate business with 9 companies in logistics & transportation, courier services, retails business more than 6000 items, event organizers, real estate, contracting and Agriculture and live stocks.

HR Payroll Consultant– July, 2017 to June, 2022 (Oracle JD Edwards HR Payroll Module)
HR Payroll Supervisor- February, 2012 to June, 2017
Senior HR Administrator-October, 2009 to January,2012
Direct Reporting to Group HR and OD Manager

HR PAYROLL CONSULTANT:-

- Meeting with the HR and management teams to define the company's HR issues, goals, and requirements.
- Conducting research to identify workforce issues or inefficiencies.
- Developing HR strategies and company-specific models.
- Recommending solutions and providing advice on HR policies, procedures, and tools.
- Overseeing the implementation and integration of new policies, procedures, tools, and strategies.
- Monitoring and reviewing human capital analytics to evaluate the efficacy of new policies.
- Generating analytic reports and presentations for feedback to management.
- Ensuring that the operations and activities of the workforce are efficient and in the best interest of the company goals.
- Assisting with the recruitment and training of new employees.
- Keeping abreast of industry trends, tools, practices, and advancements in technology.
- Review and analyze payroll processes and procedures to identify inefficiencies and suggest improvements
- Develop and implement payroll policies and procedures
- Ensure compliance with all applicable payroll regulations and legislation
- Advise and provide guidance on payroll related queries
- Maintain and update payroll records
- Review and reconcile payroll reports and statements
- Calculate and process payroll deductions and adjustments
- Generate payroll reports and summaries
- Process bonus and incentive payments
- Audit and review payroll data for accuracy
- Provide support and advice to payroll staff

Company Profile

Bader H. Al-Hussaini & Sons Co. Al-Khobar, Saudi Arabia: is one of the Saudi Aramco Contractors since 65 years well known in supplying all category of Manpower.

HR and Payroll Administrator – December-1995- December-2008 **Direct Reporting to General Manager**

- Salary, Vacation & EOS settlement preparation and related issues.
- Maintaining of all employees files and date in standardized best practice manners.
- Taking all administrative responsibilities for the company under direct guidance of management.
- Managing and organizing offices, infrastructure and utilities for company.
- Discipline control and human resources control.
- Selection and Recruitment for domestic and international levels including the following responsibilities,

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- Using on line recruiters and other medias
 - Short listing potential candidates
 - For international recruitment complete visa processing and their respective documentation
 - Issuance of Job Offer
 - Issuance of Employment Contracts
 - Other concern documents and responsibilities but not limited to above
- Taking full command of proper communication to all level at group level for proper implementation of HR polices and systems.
 - Job Description complete knowledge up to training abilities
 - Performance Appraisal System completes knowledge up to training abilities.
 - Effective communicator.
 - Involved and team building process and also an excellent team player.
 - Taking many challenging responsibilities with full ownership and deliver with hitting the road by exceeding management expectations.

ACADEMIC QUALIFICATION

- Bachelor of Commerce (1994) from Osmania University, Hyderabad, AP, India

CERTIFICATION

- Certificate in Human Resources Management from Great Learning in Nov-2022
- High Performance Work Systems attended webinar from Blue Ocean Management Training in Oct-2022
- FastForums – Employee Experience Forum webinar by Informa in Nov-2022
- HRSE Digital Day FastForums-Learning and Development Forum webinar by Informa in Oct-2022
- FASTFORUMS – Building Organizational Resilience webinar by Informa in Sep-2022
- Certificate of Associate Membership from Saudi Organization for Chartered and Professional Accountants.

Achievement and Appreciation

- Awarded as **Employee of the Month** in October'2011.
- Implemented **QASIB ERP** Oracle HR Module in Bader H. Al-Hussaini& Sons Co.
- Implemented **Oracle JD Edwards** HR Module in KADI GROUP HOLDING.
- Designed Work Flow for HR Automation in KADI GROUP HOLDING.
- Designed templates such as (Vacation/Exit, Loan, Business Trip Application, and InternalTravel Request & Acknowledgement Form.

Languages known English, Arabic, Urdu, Hindi, Telugu

Personal Information Nationality: Indian
Marital Status: Married