

SAMEER YOUNAS



H.No. 609 Dehri Hassan Abad Rawalpindi

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OBJECTIVE

To work for a progressive Organization offering a challenging opportunity where I can utilize my education and experience to develop a growth oriented career and add to profitability of the Company. A position that fully realizes my potential.

Personal Information

Father's name	:	Younas Khan (Late)
Date of Birth	:	02-02-1981
N.I.C. #.	:	37405-5223406-5
Nationality	:	Pakistani
Domicile	:	Punjab
Marital Status	:	Married
Languages	:	Urdu, English, & Punjabi

QUALIFICATIONS

- | | | |
|----------------------------|-----------------------------|---------------------------------|
| • Master in Business Study | In process | Virtual University |
| • Graduation | with Education & journalism | AIOU |
| • F.SC | with Math & Statistics | Govt. Gordon College Rawalpindi |
| • SSC | with science | St, Mary's Academy Rawalpindi |

COMPUTER KNOWLEDGE

- I have thorough knowledge of computer assembling, operating, software's installation, networking, composing, and develop a web page on Front page. SAP HCM and Payroll Specialist.

COMPUTER LITERACY

- | | |
|-------------------------------|--|
| ➤ Diploma in Computer Science | Pastoral Centre Lalazar Rawalpindi |
| ➤ Medical Transcription | Turbulence Transcription 6 th Road Rwp. |
| ➤ SAP HCM Module | Experienced in Different Projects |

EXPERIENCE



Fauji Fertilizer Bin Qasim Limited

- **Fauji Fertilizer Bin Qasim Ltd:** Currently working as **Associate Officer** at Organization Management Section in HCM department. To prepare weekly held manpower report of FFBL. During absences of higher management employees, divert all workflows to employees according to instruction of seniors in Organization Management Sub Module of SAP. Create New Positions due to New Hiring or transfer of employees in system and update positions titles due to promotions. Extract data from SAP Adhoc Query according to senior's requirements. Prepare data every year for annual increment and promotion Board. To arrange internal and external Trainings for employees.



Pro HR Pakistan: Worked as **HR Executive**. Prepare monthly

payroll of all employees. Maintain Recruitment data base on daily bases for selection of candidates according to the company requirements. Maintain daily attendance and time sheet of all employees. Disburse Pay cheques to the employee at the end of month. To maintain all other accounts and updated daily petty cash of the company.



Fauji Fertilizer Bin Qasim Limited

- **Fauji Fertilizer Bin Qasim Ltd:** Worked with FFBL (Fauji Fertilizer Bin Qasim Ltd) as **SAP Payroll Junior Supervisor** From 2010 to July 2016. To maintain monthly salary of our company employee and to update monthly data in SAP HCM software regarding employee monthly wages and monthly updating of their personal data. Execution of monthly payroll in SAP and reconcile data for post all actual payroll data to Financial accounting for Disburse monthly pay to our employees. Also maintain monthly Bank Register, monthly strength of our organization EOBI List and other payroll related report to provide and Finance Department.



Worked as Office Assistant/Accountant From 1st July 2009 to 30 Aug 2009. Prepare Data in SAP MM Module according to daily sales. Deal with customer and provide all information regarding all display items Like Wooden Tiles and Sanitary items. Handle all Petty cash and prepare in excel all company accounts for reconciliation accounts on monthly basis.



Siemens Engineering Pvt Ltd: I have done service with Siemens Engineering Company as a HR Functional Consultant for 5 years. The project on which I was working is a World Bank funded project named as Project for the improvement of financial reporting and Auditing (PIFRA). The project mainly focuses on the implementation of SAP HR and FI modules in order to improve the accounting and auditing standards of government. The scope of HR module is to regularize the HR data of government employees as per their requirement. The main emphasis is to run an accurate payroll at the end of every accounting month. The activity also involves data migration from old legacy system in SAP R3 via uploads. After successful payroll run different HR reports are executed for reconciliation purpose. Finally the HR data is posted to FI for compilation of monthly account. I remained an affective member for implementation of HR module for following sites

- DAO Abbotabad
- AG Peshawar
- AGPR s/o Peshawar
- DAO Swat
- AGPR Islamabad
- AAO Ghallanai
- AGPR s/o Lahore
- DAO Mardan
- DAO Jhelum (Continue)
- DAO Bunair
- DAO Nowshera

Duties and responsibilities were as following:

- Data Migration (HR)
- Supervision of Data Entry in SAP
- Keeping Records of Forms (Ghallanai)
- Data Entry(Ghallanai)
- Payroll Processing
- Reports
- Reconciliation
- Documentation(HR)



- ***Support Children (NGO):*** My responsibilities were to attend Visitors and described them about our work and NGO, official calls and doing usually official work.



- ***Euroconsultant Pakistan:*** Worked as an office assistant. My task was to deal official matters of daily routine including official letters, emails, telephone calls and fax and documentation.



- ***Jaffer Brothers:*** Worked for NADRA for maintenance of its huge database relating to ID Cards. My work was not limited to data entry but was also responsible for data maintenance and report execution.

SPECIAL INTERESTS

- Exploring Internet.
- Computer applications
- Reading books and newspapers
- Travelling
- listening music