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| Glulam Mujtaba Memon  **+966+599574947**  [**mujtabamemon1980@gmail.com**](mailto:mujtabamemon1980@gmail.com)  **Building No: 6815, Flat No: 11, 3rd Floor, Jeddah – Saudi Arabia**  **Region 30461**  **PROFESSIONAL SUMMARY**  **Dedicated HR Admin & Logistics professional focused on developing efficient processes using knowledge of Recruiting, Employee relations, Training and development, Payroll, Record Handling, Compensation & benefits and Compliance Audit. Highly efficient and well established in Administrative environments that are fast-paced and Challenging.**  **WORK HISTORY**  *Jan 2013 – Current*  **Fazco Trading Company Ltd I** Jeddah, Saudi Arabia  **Assistant Logistics Manager**  Coordinate and monitor supply chain operations.  Understands and follows proper spills and emergency cleanup procedures.  Takes steps to avoid quality control issues.  Makes sure warehouse capacity is kept at optimal levels.  Plan warehouses & distribution centers for efficiency in both operations and capacity.  Coordinate and track movement of goods through logistic pathways.  Execute logistics plan to move products & packages to reach destinations on schedule  Coordinate and monitor supply chain operations.  Manages activities throughout the order fulfillment & transportation cycle to make sure established deadlines are met.  Review freight rates and other transportation costs to keep working costs low  Keep logs and records of warehouse stock, executed orders etc.  *May 2004 – Oct 2011*  **Lucky Textile Mills Ltd I** Karachi, Pakistan  **Assistant HR Operations Manager**  Handle all the matters of Human Resource & Administrations processing matters for more than 1800 of employees.  Checking application forms (shortlisting, Interviewing and Selection).  Maintain employee personal files and timely updating.  Liaison with the payroll department on Issues.  Issuing of warning letters, Charge sheets and appointment letters to employees.  Screening, hiring and terminating of employees.  Initializing the process of compensation & benefits for disabled dismissed & retired workers.  Manages all the leaves record for staff & employee.  Checking medical bills / claims, Transport fleet cards & Fuel Vouchers etc..  Prepared Bank General ledger accounts, daily cash deposit accounts, reimbursement details.  Arranging trainings for new and established employee.  **ADDITIONAL**  **Technical Skills**  Microsoft Office, Java, Oracle, C Language  Data Structure, SAP, ERP, Accounting, HTML  **ACCOMPLISHMENT**  Collaborated with 05 members of team for Payroll project of Pears Continental Hotel.  **AFFILIATIONS**  Association of Health & Safety Environmental Professionals.  **PERSONAL PROFILE**  Married  Muslim  Passport No: AE0203383  Nationality: Pakistan  **HOBBIES**  Poetry, Painting, Singing, Internet Browsing. | **SKILLS**  **Human Resources**  **Administration**  **Payroll Management**  **Compensation & Benefits**  **Audit & Compliance**  **Logistics**  **Operations**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **EDUCATION**  ***04/2005***  **Govt. Islamia Arts & Commerce Collage I *Karachi***  **Bachelor of Commerce:**  **Commerce**  ***05-2002***  **Skill Development Council I *Karachi***  **01 Year Diploma:**  **Information**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CERTIFICATIONS**  **Microsoft Office**  **Computer Literacy Program**  **Computer Hardware & Networking**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LANGUAGES**  **English**  **Upper Intermediate**  **Arabic**  **Intermediate**  **Urdu**  **Excellent**  **Sindhi**  **Native** |