



## NAVEED FARMAN

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### PROFESSIONAL SUMMARY

Accomplished Payroll Accounting, Office Management, Administrative and general office duties with more than 14 years of demonstrated experience within the Staffing & Recruiting Industry, Telecommunications, and Healthcare industry Proven expertise in all areas & focus on continuous learning. Results-oriented with a keen eye for detail. Able to deliver strong work within tight deadlines to meet client and management needs. Proficient with computer applications and software Oracle base ERP , MS Word, PowerPoint, and MS Excel. A team player, focused on contributing to organizational objectives and goals and giving back to the community through volunteerism.

#### ***Areas of Expertise:***

- Payroll Accounting
- Operations Management
- Leadership/Mentorship
- Supervision/Management
- Time Management
- Problem Solving
- Communication
- Interpersonal Skills
- Organization
- Attention to details
- Analytical skills

### EDUCATION

**MBA - Human Resource**

### PROFESSIONAL MEMBERSHIP

Member of CPA (CPA# 227922 ) - **The Canadian Payroll Association**

### PROFESSIONAL EXPERIENCE

**AL FURSAN RECRUITMENT. ABU DHABI,UAE**

**JUL 2011 TO PRESENT**

*Al Fursan Recruitment headquartered in Abu Dhabi, is a market leading, full service Recruitment and Manpower Supply Company, supporting Clients through Complete Manpower Solutions.*

#### ***Payroll Manager***

#### **Duties and Responsibilities:**

- Manage and guarantee timely disbursement of payroll consistent with UAE laws and regulations.
- Ensure the payroll processing of new hires workers, promotions, transfer, warning, Category changing, Clearance formalities and final settlement for terminated employees are accurate.
- Oversee and coordinate the payroll functions to ensure that appropriate internal controls have been established and are being adhere to.
- Partner with HR Department to ensure systems are set-up and updated to accurately reflect current employee base, including wages, benefits, in line with contracts.
- Analyzed and evaluated the accuracy of Payroll accounting and procedures.

- Checking accuracy of information in final payroll report.
- Worked in conjunction with the other members of finance department to ensure invoices are posted in the proper period.
- Act as a resource to other departments/individuals in the interpretation of payroll policies and procedures.
- Full year salary and headcount presented month-wise.
- Proper file maintenance - printouts or soft copy – in a safe and secure manner.
- Direct and manage activities of Payroll Dept. staff, covering all aspects of management from recruitment to performance evaluation and career development.
- Critically review and analyze current payroll, fringe benefits and other related policies and procedures on a continuing basis in order to develop, recommend, implement and communicate changes leading to best-practice operations.
- Reviewed invoices to ensure they are properly approved and coded.
- Communicated effectively with clients to resolve any issues related to time sheets.
- Forecasted monthly payroll requirements and obligations to Finance department, as a basis for maintaining adequate funds.

**NOUKRI RECRUITMENT LLC. ABU DHABI, UAE**

**MAR 2008 TO MAY 2011**

*Noukri Recruitment LLC is leading Recruiting company that brings workers under the its own Sponsorship and supplies them to the establishments and companies in the country based on their requirements. Company then mobilize these workers on short, medium & long term contract based on the Client's Requirements.*

***Operations Manager/ Payroll Manager***

**Duties and Responsibilities include, but not limited to:**

- Recruitment of Staff as and when required.
- Maintain close relationship with the clients and prospects.
- Day-to-day operations pertaining to staff as well as clients.
- Actively involved in business development activities including bringing in new accounts.
- Improve the operational systems, processes and policies in support of Company's mission.
- Support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (Operations, HR, IT), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee Invoicing to the companies (outsource employees).
- Regular meetings/ discussion with General Manager & chalk out to improve operational systems, processes and best practices that guarantee company's well-being.
- Manage and oversee all information regarding workers, Current arrival summary and labor deployment as per client demand.

*Fuji Foundation Hospital is basically a charitable trust hospital founded in 2001. The aim of this charitable trust hospital is to provide free medical treatment all over the country.*

***User Support Staff/ System Implementer***

- Managed Deployment/Training of modules of MEDIX Project.
- End User Training
- Provide User Support
- Database configuration changes
- Provide level1 support during project implementation.
- Analyze and find alternatives for potential software implementation Problems.

***Medix*** A Hospital Management System based over eighteen clinical and administrative modules. It is the Project of Fauji Foundation Hospital name 'MEDIX'. Medix application has designed for hospitals having any kind of specification and requirements.

*The Company was providing Pay Card Phone services by establishment of Public Call Offices throughout the Country and operates these services under the name of "Call-1" PCO's. There were more than 15 Offices of the Company working in all the four provinces of Pakistan through Franchises and Sub-Offices with the help of a team of 85 people dedicated to provision of easily accessible and low-cost calling services.*

***Administrative Coordinator***

- To check card sale (Chip card) reports on daily basis.
- To visit each PCO on weekly basis to check work progress and output.
- To maintain and compare card sale report of all Telecom Region with NMS report (Network Management System) on weekly basis to optimize the upcoming corporate bill.
- To handle daily complain including Computer Hard ware, Software i.e. (Payphone Monitoring System) Payphone sets and Printer Problem of region ITR (Islamabad Telecom Region).
- Preparing computerize Card Sale report (Chip Card) of all telecom region including Franchise of company.
- To Handle NMS (Network Management System) of all Telecom regions i.e. assigning and UN assigning Chip Card & Tariff on Payphone sets.
- Installation/Troubleshooting of Software (PMS)
- Official Letters
- Presentations & Writing proposals for the company projects i.e. HDD (Horizontal Directional Drilling, A Project of Zari Telecommunication (Pvt) Ltd.
- To Maintain all Telecom regional problem of Company Including, Computer Hardware, Printer, Pay-phone Sets.
- Prepared list of under satisfactory PCO's for necessary action on monthly basis.
- To check the LPU (Line Protect Unit) on weekly basis to avoid the misuse of commercial telephone lines of company.
- End User Training of PMS (Payphone Monitoring System), Documentation for different users to help them understand the software usage.