

# **CURRICULUM VITAE**

**Mohammed Saalim Shah**

Email: [Saalimshah@ymail.com](mailto:Saalimshah@ymail.com)

Mobile : +91-8591020847

## **CAREER VISION**

Looking for challenging career, where there is a scope for learning new thing and to work with determination, sincerity and honesty. Where I am Able to Apply My knowledge and my Skill to fulfill the task given to me. Giving an Opportunity to Achieve Company's Goal and to gain more Knowledge and Develop New Skill.

## **PERSONAL STATEMENT**

Currently working as Senior Executive HR Payroll & Compliance in Sahana Group of Companies (Oasis Realty Pvt Ltd), A reliable and trustworthy candidate.

## **AREAS OF EXPERTISE**

Coordination with Vendors	Handling Data	Customer Satisfaction
Customer Retention	Persuasive Presentation	Organizational
Behavior Daily updating	Preparing Reports	Doing payments
Onroll & Off Roll Payroll Process	FNF Process	Employee Relations
Employee Welfare Schemes	Minute Keeping and Scheduling Tasks	Keeping Compliance Upto date
Keeping Compliance Registers	Initiating Employee Relation Events	Handling Admin Activities

## **CAREER HISTORY**

**A. Company: Sahana Group Of Companies (Oasis Realty)**  
**Position: Senior Executive HR Payroll and Compliance.**

**(1<sup>st</sup> Apr'20 – Present)**

### **Role:**

- ✓ Handling Compliance for Group Companies.
- ✓ Keeping Compliance Registers as per the Norms.
- ✓ Handling and Initiating employee relation events
- ✓ Receives and coordinates requests for leave and other absences
- ✓ Filling and Generating UAN/ESIC/LIN codes as per the norms
- ✓ Handling screening and onboarding process for every new employee
- ✓ Computation of Wages as per the Change in Norms.
- ✓ Visiting PF Office/ESIC Office/ MLWF office as and when required
- ✓ Computation of gratuity when the Employee Resigns or When on retirement as per the Norms
- ✓ Setting up KRA for every employee per Quarter/Semi Annual/Yearly basis.
- ✓ Creating and revising job description
- ✓ Well Versed with ERP software like smoothpay for payroll
- ✓ Processes company's payroll every pay period
- ✓ Maintains payroll processing system and records by gathering, calculating, and inputting data
- ✓ Computes employee take-home pay based on time records, benefits, and taxes
- ✓ Answers staff questions about wages, deductions, attendance, and time records
- ✓ Receives and coordinates requests for leave and other absences

- ✓ Handles changes in exemptions, job status, and job titles
- ✓ Adheres to payroll policies and procedures and complies with relevant law
- ✓ Identifies, investigates, and resolves discrepancies in timesheet and payroll records
- ✓ Honors confidentiality of employees' pay records
- ✓ Completes payroll reports for record-keeping purposes or managerial review
- ✓ Determines organization's tax obligations by calculating national and council taxes as well as National Insurance contributions
- ✓ Performs the distribution of wages through issuance of paper checks or direct transfers to employee's bank accounts
- ✓ Supervises other payroll clerks and employees as needed

**B. Company: Optimal Delivery India Pvt Ltd, India**  
**Position: HR & Compliance Manager**

**(1<sup>st</sup> Oct'18 – 31<sup>ST</sup>Dec'19)**

**Role:**

- ✓ Implementing and revising a company's compensation program
- ✓ Creating and revising job description
- ✓ Developing, analyzing, and updating the company's salary budget
- ✓ Conducting annual salary surveys
- ✓ Performing benefits administration
- ✓ Maintaining affirmative action programs
- ✓ Maintaining department records and reports
- ✓ Overseeing exit interviews
- ✓ Participating in administrative staff meetings
- ✓ Maintaining company directory and other organizational charts
- ✓ Salary calculation checks and confirmation
- ✓ Staff Appraisal and Setting up Staff KRA
- ✓ Sourcing Staff through vendors and portals and referrals
- ✓ Maintaining Compliance check with regards to statutory payments made on time and vendors audit.
- ✓ Disbursal of staff and vendors Salary and invoice checks on monthly basis.

**(Windup Company)**

**C. Company: Fintech Blue Solutions Pvt Ltd (Turtle mint).**  
**Position: Team Leader MIS.**

**(13<sup>th</sup> Feb'17 – 30<sup>th</sup>Sept'18)**

**Role:**

- ✓ Maintaining Daily & weekly MIS report for daily sales vs Claim forms.
- ✓ Handling and Updating the Clients and intermediary regarding the claims and the policy updating on daily basis.
- ✓ Quality check for the policy uploaded by intermediators and scrutinize the documents received for claim and settlement.
- ✓ Preparing the Report and sharing the same to HOD's / Manager on daily basis.
- ✓ Coordinating with Other Vendors for new Sales and new Policy's issued by clients.
- ✓ Handling the Data for different locations and leading, training the staff towards the process of maintaining quality process.
- ✓ Auditing the data received from different location for best output and maximizing the revenue and lowering the cost for the company.

**(Changed for better growth)**

**D. Company: Get Ahead HR Solutions, Mumbai, India**  
**Position: HR Executive.**

**(01<sup>st</sup> Jun'15– 31<sup>st</sup> Jan'17)**

**Role:**

- ✓ Responsible for salary break up new joiner as per minimum wages act.
- ✓ Issuing offer letter for new joiner and conduct induction for them.
- ✓ Preparation of PIP, Termination, Relieving and Experience letter for all associates.
- ✓ Maintain employee data in HRIS for generate employee code & also maintain data for attendance in Bio- matrix system.
- ✓ Download data from Bio-matrix for Attendance calculation and Incentive calculation for associates.
- ✓ Responsible for Full and Final settlement for resign employee.
- ✓ Monthly Salary MIS report.
- ✓ Handling all joining formalities of employees.
- ✓ Handle more than 1000 employees

**EDUCATIONAL QUALIFICATION**

- ☐ Bachelor in Accounts and Finance (BAF) from Mumbai University, Mumbai, India
- ☐ Higher Secondary School from Maharashtra State Board, Mumbai, India
- ☐ Secondary School from Maharashtra State Board, Mumbai, India

**PERSONAL SKILL**

- ☐ Always smartly dressed, articulate and presentable.
- ☐ Ability to take ownership of issues and to work alone with little or no supervision.
- ☐ Extremely organized with a high level of attention to detail.
- ☐ Ability to respond to timeframes and deadlines with pace.
- ☐ Customer Satisfaction.

## **COMPUTER SKILL**

☐ Well versed with Microsoft Office, Microsoft excel, Microsoft Word, MS Power point, POS and Internet Application.

## **PERSONAL DETAIL**

Date of Birth	:	17th January 1994
Nationality	:	Indian
Marital Status	:	Single
Current Location	:	Mumbai, India
Language	:	English, Hindi,
Visa Status	:	Not Available
Skype Id	:	Not Available
Passport No	:	M6321166 - Expiry Date : 09/02/2025

I Hereby certify that all the details Mentioned above are true as per my Knowledge and for Verification of any Documents will be Produced as per the demand and I further clarify that for any other details required, will promptly respond for any query.

Place – Mumbai

Date -- \_\_\_\_\_

**(Signature)**