

ASHRAF ALI KHAN, MBA (HR)

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Experienced with 10+ years of applied practicing in HR/Personnel Administration domain along with transport facility & back-operations (2+) experience possess in corporate. Strategic and innovative translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciate the human capital which are the greatest asset for every company.

HR Policies/Compliances & Statutory Law	Workforce Planning & Development	Personnel Administrative & Collective Bargaining
Employee Relations & Diversity	Organization Development	HRMS, Oracle-HR System & SAP
Employee Life Cycle/ Talent Acquisition	Compensation & Payroll Management	Facility/Vendor Management
Staff Coaching & Mentoring	Employee Performance Management	Budgeting & Strategic Management

PROFESSIONAL EXPERIENCE – India

ICCS | Noida | BPO Company

Jun/2022 – Till Present

Assistant Manager-HR & Payroll Support – Leading HR operations Team

- **Payroll Management:** Payroll processing on PAN India. Managed attendance & payable days/leave calculation, salary processing of all FTE & outsourced employees and their timely disbursement of salaries. Managed exit interview & computing Full & Final Settlement of resigned employees. Managed PF/ESIC/TDS/Other taxes administration. Advice and answer employees tax related queries & grievances. Maintain time and attendance module & entering new hires into the payroll system and preparing salary breakup as per given budget. Payroll reconciliation with finance team accordingly. Managed employees' bank accounts info. Organize post payroll helpdesk.
- **HR-Operations:** Managed employees' master data & its updating into HRMS system. Managed quarterly Employees-Cost projection & share it with management. Monitoring HR helpdesk. Participating organizational development & policy design. Managed employee engagement & relationship building and try to fill gaps between the management & employees.
- **Statutory Compliance:** Ensure statutory compliances are being done in the guidance of state or local laws & policies. Keep all relevant records in order to produce before statutory audit process. Handling labor department/court issues & appear before labor court if required. Registration of Professional taxes in Telangana & Karnataka along with their execution into HRMS.
- **General HR Affairs/ER:** Managed rolling-out appointment cum offer/appraisal/IJP/relieving/absconding/separation letters along with contract agreement & NDA. Investigate complaints brought forward by employee & take necessary action with the help of management as per company policy. Managed On-boarding & Off-boarding along with final exit interview process. Produce & submit reports on general HR activities. Perform orientation and induction program & keep execute BGVC process for new hires.

• **Usher Infotech** | New Delhi | an IT support company

Oct/2019 – Jun/2022 (2.09yrs)

Senior HR Specialist

- **Payroll Administration:** Managed attendance management, payable days/leave calculation, salary processing of all regular & outsourced employees and timely disbursement of salaries. Completing Full & Final Settlement of resigned employees. Managed PF/ESIC/TDS administration. Advice and answer employees tax related query & grievances. Maintain time and attendance module & enter new hires into the payroll system. Managed entry and exit process of employees. Managed employees' bank accounts info.
- **Employees Compensations/Statutory:** Managed statutory compliance & the payment of salaries (banking & cash) done accurate & on time along with ensuring PF/ESIC deposit under the employees' respective accounts & its reconciliation. Managed employee final settlement & its dispute settling with concern team & final pay-check. Managed compliance as per laws & policies.
- **General HR-Operations:** Managed induction & orientation program for newly hired. Ensured the rolling-out of appointment cum Offer letters/Appraisal letters along with contract agreements. Investigate the complaints brought forward by either employees or senior executives & take necessary action with the aid of house rules, assist with all internal & external HR related matters & submit general HR activities report.
- **Organization Leadership/HR Life Cycle:** Managed employees motivation & retentions, participate in organizational development guidelines & procedures. Talent acquisition process along with staffing, sources passive candidates through networking & social media, cold calling, and Internet research, develops networking and referral strategy with external organizations and agencies to enhance our employment brand in the community, provide information about employment opportunities and to attract qualified candidates, conduct research and sourcing for entry-level to senior-level positions via resume mining, name generation, and/or candidate development & managed accurately on-boarding to off-boarding process.

PROFESSIONAL EXPERIENCE – Overseas

Al Khodari Sons Co | Jeddah, KSA | an IPO, engaged in civil construction & environmental projects **Dec/2012 – Aug/2019 (6.09yrs)**

Senior Executive-HR/Personnel

In order to fill the vacuum in HR the management promoted & assigned me with the new role of Senior Executive - HR/Personnel.

- **Payroll Support:** Checking the number of hours employees have worked & calculating their wages & salaries along with overtime & other sundry payment calculation. Maintaining employee data for payroll process. Update revised salaries & its arrear calculations. Managed employees' bank account records for the payment of salaries & other payments. Managed payroll compliances as per local statutory. Ensure payroll reconciliation with finance team. Attendance processing & Leave/vacation management handling.
- **General HR/Personnel Operation:** Administers personnel/HR policies & procedures for effective and uniform application under the organizational set-parameters along with resolving employees' related issues, their complaints, grievances, disputes & collective bargaining. Managed employees' wage settlement issue under labor court & keeping review of salaries, implementation of terms & conditions of employment with the aid of the house rules, and in constant check of government legislation. Ensure the accurate & on-time salary payment & its reconciliations.
- **Employee Relations & Diversity:** Introduced proactive employee relations and communications programs to resolve labor and management issues with collective bargaining process and restore the credibility and employee-centric focus under the diverse workforce culture of the HR organization. Enabling healthy & active communication between both parties & settling dispute between employer & employees.
- **HRIS Technology & Data Records:** Handling HRIS & ensure to updating employees' database in oracle system of HR/Personnel. Managed all records related to projects and its resources, tracking records of absconded employees and memo circulation accordingly.
- **HR Life Cycle:** Managed inductions and on-boarding to off-boarding along the employees' final exit settlement (FNF) calculation as per local statutory and its processing along with maintaining their records.
- **Global HR Launch & Operation:** Assist with the recruitment (throughout recruitment planning to evaluation control) locally & internationally. Ensure the appointment & employments contract letters for new joiners (local & international hires) as per company policy & ensure to arrange their necessary training/induction.

PROFESSIONAL EXPERIENCE – India

Usher Infotech | New Delhi | an IT support company

Mar/2011 – Nov/2012 (1.08yrs)

HR Executive

I had been hired to manage HR support services along with payroll Administration and employee relations in order to support HR Team.

HCL COMMNET | Noida, NCR | A Global IT Support Company a subsidiary of HCL Technology

Jan/2010 – Feb/2011 (1.01yrs)

Shift In-charge Transport Facility

Managed general administrative supports including general transport facility helpdesk, transport (fleet management), general compliance, security, general stationary, attendance leave management for helpdesk, MIS and vendor management.

QUALIFICATIONS

MBA (HR): Annamalai University, 2009

BA (ARTS): Jamia Millia Islamia, 2005

PERSONAL DETAILS

Father's Name: Late Anwar Ali Khan

Mother's Name: Late Quadrun Nisa Begum

DOB: 01st March, 1984

Marital Status: Married

Nationality: Indian

Languages: English, Hindi, Urdu & Arabic

Address: House No. 0178, Churi Patti, Kishanganj

BR-855107

TRAINING & INTERN: 6 months internship in IT-recruitment process at Usher Infotech.

HOBBIES & INTERESTS

Collecting information on technological advancement from journals, Internet and various other sources. Participating in debates, group discussions, seminars etc. Reading fiction and non-fiction.

ACHIEVEMENTS CURRICULAR ACTIVITIES

Won some other certificates & medals in chess competitions & Martial Arts.

Ashraf Ali Khan