

MOHAMMAD NAZIR

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MIDDLE LEVEL PROFESSIONAL

Timekeeping | Payroll | Administration | Accounting | Commercial Operations

"A multi-faceted professional with expertise in understanding operational & frontline nature of the job and prioritizing various tasks & deliverables as required by the management"

PROFILE SUMMARY

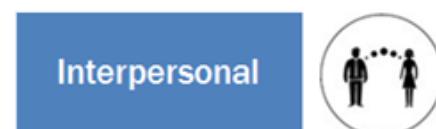
- Over 8+ years of comprehensive experience in:
Timekeeping HR Payroll Documentation & Reporting
Liaison & Coordination Manpower Management
- Experience in managing timekeeping records with good administration and coordination skills
- Instrumental in compiling employees' time & production records, reviewing timesheets, work charts & timecards for completeness to ensure that their wages are calculated correctly & on time by utilizing accounting & administrative skills
- Instrumental in computing total time worked by laborers, posting time worked to master timesheet and routing the timesheet to HR department and Project Director
- Pivotal in locating workers on jobs at various times to verify attendance of workers by filling the attendance details in the time sheets on daily basis
- Insightful experience in gathering information for implementing the project, collecting inputs from the clients, listing out the documents and documenting the project details
- Analytical, meticulous & quality-oriented professional with an eye for detail

Customer Support
Safety Management

SOFT SKILLS



Communication



Interpersonal



Time Management

PREVIOUS - ORGANIZATION

- Dec'18-to June 2019 with SALINI IMPREGILO SPA Dubai(Meydan One Mall) as "Lead Timekeeper / Payroll"



- April'15–Oct-17 with ALYSJ- Joint venture, Gold line underground metro Doha Qatar as "Lead Timekeeper"



- Jan'09 - May'14 with Emirates Technical Associates, (Cleveland Clinic Abu Dhabi) as Timekeeper



Key Result Areas:

Handling /Timekeeping of all inwards/outwards in the site.

Proper checking & evaluating all the time sheet & worker time card.

Prepare Daily Manpower report according to the foreman sheet & double checking through Punching Machine.

Knowledge to operate to computer & maintain all the data using M's Excel.

To giving the daily report to the head office.

To maintain the master manpower list according to the manpower.

To checking time to time how many people's are working and how many person Absents on site.

To arrange the food for all the peoples who are involved in the site according to the daily attendance. To arrange the transport for E.G (Buses, Pickup).

To arrange gate pass for the peoples who are involved in site.

To check facilities which are the giving by the company

implement the prescribed record keeping procedures.

To arrange safety induction for all new employees. Microsoft excel, word, PowerPoint, Mail, Yahoo, Google.

Review time tickets submitted by field supervision to verify mathematical accuracy, completeness, correct coding, overtime distribution, shift differential, correct employee numbers and craft codes, etc. For payroll key punched at the project site, batch tickets, input into the computer, balance, edit cancellations, and print final time sheets.

For payroll key punched at the regional office, rewrite time tickets on carbon copied form. Prepare tickets for ease of processing by writing legibly, separating extras time to individual tickets, assigning appropriate insurance code extras time, and including all other necessary information.

Maintain list of personnel, Cost control.

Keep Interact and expand Public Relation.

ACADEMIC QUALIFICATION - CERTIFICATION / TRAINING

- High school (2002 – 2003),
- Experience Certificate from **Emirates Technical Associates**
- **DCA** (Ambition Institute of Management & Technology) Azamgarh.
- Appreciation Certificate, from **QATAR RAIL**.
- Confined space awareness course – Aug 2015
- Experience Certificate from **ALYSJ JV (AKTORSJA)**

IT SKILLS

- Well versed with MS Office (Excel, Word & PowerPoint), EIP.

PERSONAL DETAILS

- Date of Birth: 6th June 1986
- Address: Jauma Mejwa, Phoolpur, Azamgarh – 276304, Uttar Pradesh
- Languages Known: English, Urdu & Hindi
- Nationality: Indian
- Marital Status: Married
- Passport Details: **R5431100**, valid till 23/08/2027
- Driving License Details: India
- Location Preference: Gulf country's
- Current Location: **India**

Regards

Mohammad Nazir