



PROFILE

A passionate person who loves to travel and learn new things. I believe in working hard and smart, there is always a better way to do something. My motto of life "To do try and be the best at anything you are doing. Try and work to make your self better day by day". Currently i am seeking an opportunity to grow into Human Resource domain

CONTACT

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HOBBIES

Be Fit

MOHAMMAD ZAMA

EDUCATION

Oxford Public Inter Collage

2013[To]2014[completed]10th
2015[To]2016[completed]12th

Integral University

2016[To]2020

Completed BCA (Bachelor of Computer Application)

2020[To]2022

Completed MBA

EXTRA CURRICULAR ACTIVITIES

[From Power Vision Institute]

Completed ADCA (Advance Diploma In Computer Application)

[From bits & bytes institute]

Completed Web Designing

[From UPTEC Computer Institute]

Completed CCC

Work Experience from Nov-2022 to Till Date

Currently Working as a Human Resource Generalist at 108 Emergency Medical Transport Services East (U.P)

Job Role

HR operations

- Assisted with new employee Onboarding, and ensured all pre-Employments forms
- Collaborated with leadership on bulk recruitment activities

Compliance Management

- Generate ESIC and PF numbers for new joiners
- Prepare correction letters for any discrepancies or errors identified in PF and ESIC records, ensuring accurate and updated information
- Address and resolve employee queries and concerns related to PF and ESIC
- Maintain proper records of PF and ESIC related information, including documents, Forms and communication with employee, ensuring with record-keeping requirements

Grievance Management

- Address and resolve employee grievances related to salary discrepancies, delay, or any other issues pertaining to compensation
- Ensure accurate and up-to-date bank details of employees in the system
- Investigate and resolve cases where salary needs to be reversed or corrected due to errors or specific circumstances, ensuring accurate adjustments and timely resolution
- Provide support in full and final settlements

- Assist in various related to payroll and attendance

Attendance Management

- Maintain and publish the daily attendance report
- Prepare and compile monthly attendance data, including summaries and reports for further analysis and record-keeping

SKILLS

- Advanced in MS Excel including Pivot Tables, VLOOKUP
- Data Compile, Making Reports, Making corrections, and doing basic data collection
- Business Project Improvement
- Project Scheduling
- Leadership

STRENGTHS

- Positive Attitude
- Quality Learner

PERONAL DETAILS

- Date Of Birth 28thDec1998
- Lucknow U.P