

## **CURRICULUM VITAE**

### **M.A. Zaheer Asghar**

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Place of Residence: Hyderabad, India

Marital Status: Married

Work Experience: 18+ years in Saudi Arabia

Key Skills: Oracle ERP, Oracle SCM, Payroll



### **PROFESSIONAL SUMMARY**

With 18 years of work experience in Saudi Arabia as payroll accountant, and marketing coordinator at STC Telecom. Graduated with an MBA from ICBM college with focus in Marketing and Accounting. I am professional in Oracle SCM with 4 years' experience and Oracle ERP with 10 years of experience. Ability to work in a fast-paced changing environment and willingness to work at any given environments. I am a motivated and committed to excellence as my experience reflected at STC Telecom.

### **PROFESSIONAL EXPERIENCE**

**Marketing Coordinator** from Nov 2019 to Mar 2025.

**Public Telecommunications Co. Ltd. (STC Specialized) (Riyadh, KSA)**

- 1) Process RTP given by Marketing G.M. to proceed to enter in ERP for issuance for P.O.
- 2) To update the invoices sending from supplier for payment.
- 3) To submit the invoices to finance department and follow up for payment status.
- 4) Maintain necessary filing on daily basis for the documentation received & issued.
- 5) To update vendor for payment for the invoices and check with vendors.
- 6) Helping the communications team on the execution of the new identity.
- 7) Work with agency to deliver marketing communications jobs.
- 8) Develop report for implementations of the new identity.
- 9) Coordinating with Marketing Director for the follow up for the upcoming projects with STC.

**Administrative Assistant & Payroll Assistant** from Sept. 2010 to Sept 2019

**Public Telecommunications Co. Ltd. (STC Specialized) (Riyadh, KSA)**

### **Honors & Awards from STC:**

- Received **Certificate of Appreciation** in recognition of dedicated contribution & Commitment towards from STC Specialized.
- Received 5 years of **Service Trophy** from STC specialized.

**Responsibilities:**

- 1) Assist the Personnel Manager for assigned task such type embassy letters for employees, filing documents
- 2) Maintain necessary filing on daily basis for the documentation received & issued
- 3) Maintain in-coming & outgoing mail as well as coordination with the express courier service
- 4) Making ticket reservations for employees' annual vacations & business travel etc
- 5) Preparing vacation calculation for an employee given by HR, and entering the data in ERP system
- 6) Preparing Final settlement calculation for an employee given by HR, and entering the data in ERP system
- 7) Entering the data in ERP System monthly JVs (Journal Voucher) for closing the month, entering Vacation Leave forms given by HR every month entering manually in the Payroll JV and given to Payroll.
- 8) Calculation of deductions for personal calls (for the mobile given by the company) and late attendance for employees
- 9) Preparing Sales & Collection Commission for the employees given by Finance Department.

**Administrative Assistant** from Feb 2008 to August 2010

**SAILS (SAUDI ARABIAN LOGISTICS SYSTEMS) (Riyadh, KSA)**

- 1) To update the files according to our Personnel Management System.
- 2) Monthly need to take iqama expiry / passport expiry & Driving License Expiry report and forward to concerned to take action and process their related paper work.
- 3) Co-ordinate with the projects officers about the employees according to the needs of the projects.
- 4) After receiving (Personnel Action Control) PAC from HR Coordinator need to enter data in the Menapay System. And coordinate with Finance about the employees information for their salaries, change of contract, termination etc.
- 5) Monthly needs to check with the Government relations about the employees transferred to sails and the employees went on exit and forwarding necessary documents to the concerned for addition / deletion from GOSI and matching list of GOSI / Labor Office / Passport Office.
- 6) Prepare monthly reports of the employees to keep in track of the employees in and out.

**Finance Manager Assistant** from Dec 2007 to Feb., 2008 (Temporary)

**GE Energy (Riyadh, KSA)**

- 1) Maintain all documents and checking all enquiries from the suppliers
- 2) Follow up from the projects to get the daily invoices

- 3) To make purchase order and give it to finance department for the approval
- 4) Prepare all the invoices from the project and send it to SCECO for the approval for the payment
- 5) All the invoices to get approved by Finance Manager and send it to finance department for payments

**Payroll Assistant** from Dec 2006 – Nov 2007  
**Nouran Lighting Company (Jeddah, KSA)**

Preparing vacation calculation for an employee given by HR, and entering the data in ERP system.

- 1) Preparing Final settlement calculation for an employee given by HR, and entering the data in ERP system.
- 2) Reviewing all the time sheets monthly for all departments given by HR for payroll processing.
- 3) Entering the data in ERP System monthly JVs (Journal Voucher) for closing the month, entering Vacation Leave forms given by HR every month entering manually in the Payroll JV and given to Payroll Supervisor.
- 4) Calculation of deductions for personal calls (for the mobile given by the company) and late attendance for employees.
- 5) Review the employees' record for tickets and vacation balances.
- 6) Sorting & filing the Payroll & HR necessary documents every month.
- 7) Verifying the Bank Accounts for the employees for payroll processing.
- 8) Preparing new employees' file for HR & payroll.
- 9) Follow up with finance regarding the Vacations, & Final Settlement for the employee.
- 10) Calculating the overtime every month for the employees for the payroll processing.
- 11) Sending checks for the employees Payroll Salaries, Commissions, etc., by Aramex courier to HR Dept. in regions.
- 12) Preparing Sales & Collection Commission for the employees given by Finance Department.
- 13) Entering in AP (accounts payable) Oracle system for vacations, Terminations etc.

**EDUCATION :**

**B.COM** (Bachelor of Commerce) – 1997 |Osmania University – Hyderabad, Telangana, INDIA

**M.B.A.** Master of Business Administration in Marketing & Accounting - 1999 | ICBM College (Institute of Canadian of Business Management). 2 years Diploma.

**Software Packages:** MS office, Ms-Project, Oracle ERP, Oracle SCM, Peachtree Software

**Certification:**

- Post Graduate Diploma in Computer Applications
- ERP Diploma cours