



## CONTACT ME



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Al Nasr, Doha-Qatar

## OBJECTIVE

Accept diverse challenges and responsibilities in order to drive my competencies towards organization's success.

## PERSONAL PROFILE

I am a senior HR specialist with master level qualification and having 13 plus years of professional experience in middle east countries including Qatar in the field of HR, payroll, compensation and benefits functions for several industries such as retail ,fashion chain and health care etc. I am a highly motivated, efficient, organized, and detail-oriented individual who is interested in and can easily adapt to a new industry and new technologies. I am enthusiastic to expand my career and share my knowledge and hard work with a well reputed company.

# MOHAMAD THASIM NISTHAR

HR, Payroll, Compensation and benefits

## Core Competences

- Human Resources Knowledge • Commitment to Ongoing HR Learning
- Critical Thinking • HR Reports •HR Policy Development and Execution
  - Data Analytics • Job Analysis / Development • Organizational Development • HR Audit / Budgeting.

## PROFESSIONAL EXPERIENCE



**Job Title:** HR Specialist- Payroll, compensation and benefits

**Period:** 3.5 yrs. (July-2018 to present)

**Organization:** Doha Clinic Hospital

**Sector & employee strength:** Health care / 400

**Location:** Doha - Qatar

### Duties & Responsibilities

- Processes Company's payroll every pay period through Wage Protection System (WPS).
- Maintains payroll processing system and records by gathering, calculating, and inputting data.
- Computes employee's leave pay, over time, final settlement benefits and commission etc.
- 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.
- performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts.
- supervises subordinates and employees as needed.
- Assist employees on HR related issues and act as a focal point of contact for all employees advising them as required.
- Ensure the Change of Status/Promotion process is effectively implemented with employees fully aware of their new roles and responsibilities.
- Manage the process of separating of employees conducting exit interviews as required and making recommendations in light of evidence collected.



**Job Title:** Payroll Executive- HR, compensation and benefits

**Period:** 10yrs. (Dec-2006 to Nov-2016)

**Organization:** Landmark Group (Center Point / Max / E-Max / Iconic)

**Sector & employee strength:** Retail & Fashion chain / 8000

**Location:** Jeddah-K.S.A



## PROFESSIONAL SKILLS

- Strong numerical, attention to detail and delivery skills.
- Excellent time management, planning and organizational skills with a proven ability to establish priorities and meet tight deadlines.
- Strong analytical, accuracy and problem solving skills.
- Able to work in a team, good relationship and communication skill.

## TECHNICAL SKILLS

Oracle, ERP system, HRMS, Sage, WPS, Labour law, Variance Analysis, Benefits, Invoices/Expense Reports, Microsoft Office, Records, Payroll Accounting, reconciliation, provisions, Audit, Management Reports, Pivot Tables, V-looks Ups.

## LANGUAGE FLUENCY

English ● ● ● ● ● ●

Arabic ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ● ●

Sinhala ● ● ● ● ● ●

Tamil mother tongue

## PERSONAL DETAILS

**Name:** M.T. Nisthar

**Full Name:** Mohamad Thasim Nisthar

**Date of Birth:** 08th of January 1981

**Nationality:** Sri Lankan

**Religion:** Islam

**Gender:** Male

**Civil Status:** Married

**Visa status:** RP-Transferrable

**Driving License:** Qatar, Saudi Arabia & Sri Lanka.

## Duties & Responsibilities

- Monthly payroll processing through Wage Protection System (WPS).
- Updating and maintaining payroll records.
- Process Time Attendance and Job time summary for payroll.
- Payroll review and verify accuracy of attendance, over time, leave and staff receivables
- Prepare Staffs leave payments, final settlement, incentives as per the company policy.
- Update staff data sheet with leave payment and keep utilized days up to date
- Verify and process loan forms prepared.
- Verify & Process Employees Leave Request, Sick leave Request etc.
- passage Request & Business Travel Requisition etc.
- Monthly update staff master sheet summary with newcomers & leavers.
- Liaising with staff and management on payroll related queries.
- Coordinate in opening new bank account for new staffs.
- Prepare and submit various kind of reports.
- preparing payroll related provisions, Schedules, and involving in month end Accounting.
- other duties and responsibilities assigned by the management.



**Job Title:** Computer Sales and Technical Support

**Period:** 2yrs. (March-2004 to May-2006)

**Organization:** PC House (PVT) LTD

**Sector:** Retail

**Location:** Colombo-Sri Lanka



## EDUCATION AND PROFESSIONAL CREDENTIALS



Master in human resource management- University of Northampton, UK.  
(Research conducted under Reward Management)



Managerial Diploma in Business Administration - University of Northampton, UK.



Well completed General Certificate of Examination Advanced Level conducted by the Department of Examinations - Ministry of Education Sri Lanka.



Well completed General Certificate of Examination. Ordinary Level conducted by the Department of Examinations - Ministry of Education Sri Lanka.



Diploma in Computer Studies & Computer Based Accounting- Islamic Institute of Information Technology-Madame, Sri Lanka.



Diploma in Computer Hardware Engineering with Networking- Turnkey IT

## REFERENCES

Available upon request