

GULFAM ASHIF

SENIOR HR OFFICER | HR OPERATIONS & PAYROLL SPECIALIST

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SUMMARY

Human Resources professional with 5+ years of experience in HR operations, generalist functions, payroll, employee relations, and regulatory compliance. Strong knowledge of Saudi Labor Law, GOSI, WPS, Muqem, and Qiwa systems. Skilled in end-to-end employee lifecycle management, performance processes, and HR documentation. Adept at supporting workforce planning and improving HR service delivery in dynamic, cross-functional environments.

PROFESSIONAL SKILLS

HR operations	Payroll processing
Employee Engagement	Recruitment and interview scheduling
Employee Relations	Compliance & Audi
Workforce Planning	

TECHNICAL SKILLS

HR Systems	Payroll systems and WPS portals
MS Office	Document preparation and formatting
Employee database Management	Compensation & Benefits
Employee Lifecycle	

PROFESSIONAL EXPERIENCE

Human Resource Officer, Archirodon | Jubail, Saudi Arabia

Apr 2024 – Present

- Processed payroll for 1000+ employees, with 99% accuracy and zero compliance issues and reduced payroll discrepancies through validation checks, timesheets, and cost centers.
- Administer leave, resignation, and termination settlements in compliance with labor law.
- Manage WPS submissions, payroll reconciliations, and approval workflows.
- Coordinate onboarding and offboarding logistics, including travel and accommodation.
- Handle medical insurance updates, ID renewals, and class modifications.
- Execute Iqama renewals and activate Qiwa contracts on schedule.
- Assist in annual performance evaluations and goal alignment.
- Draft formal HR documents warnings, terminations, and investigation reports.
- Maintain complete and up-to-date employee records and master data.

Admin Officer, Abdullah A. Al Barrak s Sons Co. | Saudi Arabia

Feb 2021 – Jan 2024

- Supported payroll processing and HR data accuracy for over 800+ staff.
- Coordinated interviews, screened candidates, and facilitated new hire onboarding.
- Managed employee logistics for mobilization and demobilization projects.
- Maintained HR files and assisted with employee communication and conflict resolution.

Admin Officer, S.C.P. Ltd. | New Delhi, India

Dec 2018 – Jul 2020

- Oversaw attendance tracking, documentation, and administrative HR tasks.
- Supported recruitment processes and ensured organized personnel files.
- Assisted in daily HR coordination and employee support functions.

EDUCATION

- MBA (HR s Marketing) – Barakatullah University
- BBA – MIT, Delhi NCR

ADDITIONAL INFORMATION

- Languages: English.
- Iqama Status: Transferable