



JAFIQ RAHMAN M

HR & Payroll Executive | Purchase Coordinator & Product Development

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PROFESSIONAL SUMMARY

B.Com graduate with hands-on experience in HR & Payroll, Procurement, Product Development, and Accounts support. Skilled in employee onboarding and documentation, attendance and payroll coordination, employee records management, vendor sourcing, purchase orders, GRN processing, inventory coordination, invoice verification, and reconciliation. Proficient in Advanced MS Excel, Tally Prime, Power BI, and ERP systems, with the ability to work effectively across multiple business functions. Seeking an opportunity in HR, Administration, or Procurement in the UAE.

EDUCATION

Bachelor of Commerce (B.Com)

MIET College Arts & Science
Bharathidasan University, India
March 2025

CORE COMPETENCIES

HR & Payroll

- Employee Onboarding & Documentation
- Employee Records & Database Management
- Attendance & Leave Coordination
- Payroll Input Support
- Employee Engagement Support
- Office Administration

Purchase Coordinator & Finance

- Vendor Sourcing & Negotiation
- Purchase Order Management
- GRN Processing

PROFESSIONAL EXPERIENCE

HR & Payroll Executive

November 2025 – October 2026

Lion Dates Impex Pvt Ltd, Trichy, India

- Managed day-to-day HR and general office administration, acting as the main point of contact between employer and employees
- Assist in preparing HR reports, MIS reports, employee documentation, and management records while maintaining confidentiality and accuracy.
- Coordinate monthly payroll processing by verifying attendance, overtime, leave, deductions, and other payroll inputs to ensure timely and accurate salary processing.
- Coordinate end-to-end onboarding, documentation, and joining formalities for new employees
- Maintain accurate employee records, attendance registers, and HR databases
- Support payroll input preparation, leave management, and attendance tracking
- Handle employee queries and support day-to-day HR operations, including engagement and performance-tracking activities
- Ensure HR practices remain compliant with company policy and statutory requirements

Purchase Coordinator & Product Development

June 2025 – October 2025

Lion Dates Impex Pvt Ltd, Trichy, India

- Managed end-to-end procurement operations, including vendor sourcing, purchase orders, and delivery coordination
- Negotiated pricing and terms with suppliers to control costs while maintaining quality standards
- Processed Goods Receipt Notes (GRN), verifying deliveries against purchase orders and updating inventory records
- Collaborated with the finance team on invoice validation, payment processing, and reconciliation
- Maintained procurement documentation in line with internal audit and control requirements

- Inventory Control
- Invoice Validation & Reconciliation
- Ledger Maintenance & Debtor Statements

Tools

- Tally Prime
- Advanced MS Excel
- Microsoft Power BI
- ERP Software
- MS Word & Microsoft One Note
- AI Productivity Tools

Other

- Problem Solving
- Analytical Thinking
- Decision Making
- Team Coordination
- Multitasking
- Communication

CERTIFICATIONS

- 1 Million Prompters – AI Certification, Dubai, 2026
- Corporate Excel
- Business Analytics in Excel
- Microsoft Power BI
- Tally Prime
- Supply Chain Management
- Data Analytics
- Project Management
- Banking, Finance & Insurance – Bajaj Finserv
- Business Ethics
- Event Management

LANGUAGES

- English — Professional Working Proficiency
- Tamil — Native

- Evaluated and maintained supplier records, comparing quotations, lead times, quality, and commercial terms to support effective purchasing decisions
- Monitored inventory levels and supported stock planning to avoid shortages and overstocking
- Contributed to product development through design coordination, packaging, and supplier alignment
- Used Advanced Excel for procurement tracking, reporting, and data analysis

Junior Accounts Assistant

May 2025 – June 2025

N.M Kamal, Trichy, India

- Prepared quotations and recorded purchase bills in Tally Prime
- Maintained ledger accounts and kept financial records up to date
- Generated debtor statements and supported account reconciliation
- Organized and maintained physical and digital financial documentation

ACADEMIC PROJECTS

- **Digital Transformation for Local Market** — Built an e-commerce presence for a local market, including SEO and Meta Ads management.
- **Employee Job Satisfaction Study** — Survey-based study on job satisfaction factors (work environment, salary, management support) with improvement recommendations.
- **Risk and Return Analysis of Asset Classes** — Analyzed risk-return profiles of stocks, bonds, and real estate using Sharpe Ratio, Beta, and volatility, in collaboration with NSE Academy.
- **Business Plan – “Fertifield”** — Developed a business model to convert fish waste into organic fertilizer, including market research and pricing strategy.

ACHIEVEMENTS & EXTRACURRICULAR

- Rajya Puraskar award – Scout Leader
- Finalist, Startup Plan competition
- Best Performer, Corporate Walk
- Investor role, Shark Tank college event
- Participant, Investor Dean College Fest and Business PPT Presentation