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**IQRA NATIONAL UNIVERSITY**

**Assignment 1**

**Submitted to Sir Shazib Anwar**

**Submitted by Shams Ur Rahman Zaheer**

**ID 15353**

**Subject Human Resource management**

**Topic Job Analysis**

**Date 31/05/2020**

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| Job Title | Accountant  |
| Company | Alokozai Group ,Dubai |
| Position reports to | Accounting officer |
| Salary range | Rs 400000 |
| Employment status  | Full time |
| Department  | Finance |
| Minimum Experience Required | 4 years full time |

**Position Overview**

* Responsible for the correct recordkeeping and reporting of information to the accounting officer.
* This includes member contributions and accounts payable information.

**Principle Accountabilities**

* Taking responsibility for the member contribution records and accounts payable function.
* Entering weekly contribution into database and makes weekly bank deposit.
* Sending accounts checks and mails them weekly
* Notifying accounting manager of issues related to member contributions.
* Assisting employees on researching bills and payment information.
* Performing other duties when the accounting manager requests.
* Provides financial information to management by researching and analyzing accounting data preparing reports.

Title job HR Manager

Department Human Resource Department

Company Wahab Oil LTD

Salary Afg75000

Experience At least two years in similar position

Working Condition Eight hours per day. Six days in a week

Report to Director, Human Resource Department

**Position Summary** Responsible for designing and administering employee compensation programs. Implementation through human resources staff. Identifies opportunities for improvement and resolves problems.

**Duties**

* Recruiting and Training new employees
* Preparing job description and analysis for current and projected positions.
* Selecting specialized people for the job.
* Evaluating job descriptions and acting as chairman.
* Bridging management and employee relations by addressing demands or other issues.