

ROBERT SMITH

Payroll Officer

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Phone: (0123)-456-789

SUMMARY

Payroll Officer with 2 years of experience in Reviewing and understanding all company policies with respect to those policies that may govern the assigned payroll responsibilities, and also Performing planning primarily around individual workload in order to meet deadlines for department and business objectives.

SKILLS

Microsoft Office, Communication Skills, Multitasking.

WORK EXPERIENCE

Payroll Officer

ABC Corporation - July 2013 – April 2013

- Issued and distributed paychecks.
- Managed direct deposits.
- Monitored paid leaves, sick leaves, and absences.
- Monitored and issued project-based paychecks.
- Coordinated office activities and operations to secure efficiency and compliance with company policies.
- Managed agendas/travel arrangements/appointments etc.
- Responsible for any forms needed by the Supervisor.

Payroll Officer

Delta Corporation - 2011 – 2013

- Managed, designed and maintained SAP HR Payroll and Time Management for San Bernardino Unified City Unified School District for approximately 10,000 .
- Also integrating it with other SAP modules including HR (classified and certificated), Benefits Administration, Organization Management and Finance.
- Developed knowledge transfer among SAP HR end users and champion users.
- Ensuring successful delivery through quality procedures and SAP standards.
- My Duties Included Perform various tasks in the Advisory Payroll unit, including Reconciliation of overpayments to employees Performing in-house .
- Complete end-to-end payroll for national employees Generate weekly, fortnightly and monthly reports Respond to client and employee queries .
- Complete end-to-end payrolls for national employees Generate weekly, fortnightly and monthly reports Respond to management and employee queries .

SCHOLASTICS

- BA