

Robert Smith

Payroll Administrator I

PERSONAL STATEMENT

Accomplished and energetic Payroll Administrator with a solid history of achievement in payroll reporting. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include quick books, excel and time card reporting. Performance driven and highly organized, offering 9+ years of experience in payroll administration. A dedicated individual committed to keeping accurate records and meeting deadlines. Maintains payroll information by collecting, calculating, and entering data.

WORK EXPERIENCE

Payroll Administrator I

ABC Corporation - November 2013 - August 2016

Responsibilities:

- Reviewed time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Processed paperwork for new employees and entered employee information into the payroll system.
- Verified attendance, hours worked, and pay adjustments, and posted information onto designated records.
- Processed and issued employee paychecks and statements of earnings and deductions.
- Kept a track of leave time, such as vacation, and personal and sick leave for employees.
- Compiled employee time, productions and payroll data from time sheets and other records.
- Kept informed about changes in tax and deduction laws that apply to the payroll process.

HR Manager And Payroll Administrator

ABC Corporation - August 2008 - February 2014

Responsibilities:

- Checked figures, postings, and documents for accuracy.
- Organized, secured, and maintained all files, records, cash, and cash equivalents in accordance with policies and procedures.
- Recorded, stored, and/or analyzed computerized financial and payroll information.
- Prepared, maintained, audited, and distributed statistical, financial, accounting, auditing, or payroll reports and tables.
- Maintained, updated, created, secured, and archived employee payroll records and files.
- Reviewed, verified, and reconciled punches, hours worked, pay adjustments, and other pay-related information, and post information onto designated records.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Clerical, Computers And Electronics Certified, Payroll Administration, Time Management, Customer And Personal Service, Word And Excel, Typing, Quickbooks

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

- This is Dummy Description data, Replace with job description relevant to your current role.

Education

CERTIFICATE in Medical - 2007 (NEWBRIDGE COLLEGE) Diploma -
(Pinson Valley High School - Pinson, AL) Diploma - 1986 (Jefferson City
High School - Jefferson City, MO)