***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Accountant, Payroll, Administrator.

***LANGUAGES***

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

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Payroll Officer***

# PERSONAL STATEMENT

An organization where I can make a contribution of skills learned and in the process develop my competence as a professional regarding marketing management and customer related work.

# WORK EXPERIENCE

## Payroll Officer

### ABC Corporation - January 2008 – July 2009

*Responsibilities:*

* Prepared monthly payroll of all sites in Iraq, Africa, Cuba, Seychelles, and Dubai, Afghanistan.
* Prepared and processed timesheets and variations and input data for payroll.
* Prepared the reconciliation for Cash Advances, Absenteeism, Overtime every month of all sites Prepare the Final Settlement of those Employees going for Vacation, Finished Contract, Terminated, and Resigned.
* Summarized the Timesheet of KBR, FLUOR, And DYNACORP &amp;PPI Direct Staff.
* Coordinated to the bank for Wire Transfer salaries every month.
* Responsible for all the Queries like pending salaries not been credited on their bank.
* Actively contributed to the improvement and development and procedures to increase the efficiency of the payroll.

## Payroll Officer

### Delta Corporation - 2006 – 2008

*Responsibilities:*

* Managed proper administration of All accounting functions.
* A/R, A/P, Collections, Weekly &amp; Quarterly Taxes, Payroll, Health Care Benefits, W2s, 1099s, All reports pertaining to payroll, taxes, banking.
* Banking, Reconciling accounts, Credit Card reconciliation, Insurance Audits,.
* Direct communication with company accountant Responsible for the collection of time sheet, daily logs, admission records, and travel logs to

.

* Administer payroll to employee as instructed by supervisor Suggest ways to cut time and money expenses from the payroll process, still currently used .
* Record attendance of employees to include calculation of accumulative sick leave and vacation allowances.
* Payroll Officer Maintained payroll every two weeks by creating and preparing payroll for staff using QuickBooks Software.

# Education

G.E.D