

# 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 & 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 & 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

### CONTACT DETAILS

1737 Marshville Road,  
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[www.qwikresume.com](http://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)

preparing payroll for staff using QuickBooks Software.

## Education

G.E.D