**SUMMARY**

Payroll Officer with 2+ years of experience in Communicating via phone, email, or in writing with employees, benefits specialist, human resources, managers, banks, credit merchants, and state or federal agencies.

**CORE COMPETENCIES**

Inventory Management, Payroll Management, Accountant, Office Manager.

**PROFESSIONAL EXPERIENCE**

# Payroll Officer

## ABC Corporation ­ November 1994 – June 1994

**Key Deliverables:**

* Handled timekeeping and monitoring of overtime hours of 1,000 plus employees.
* Provided payroll estimates for quarterly financial planning of the Finance department.
* Prepared and processed weekly production payroll.
* Maintained database of employees including facilitation of new hirees requirements.
* Monitored daily absenteeism by the department and prepares attendance reports.
* Facilitated orientation seminars on withholding tax and government­mandated benefits to newly hired production employees.
* Assisted HR department for filing and processing of statutory benefits and loans.

# Payroll Officer

## Delta Corporation ­ 1992 – 1994

**Key Deliverables:**

* Processed employee data including status changes, vacation, sick time, and other information and managed payroll for an organization of 600+.
* Processed bi­weekly and monthly payroll, issued employee statements of earnings and deductions, provide data for electronic fund transfer.
* Director and Finance Manager.
* Audit payroll details for accuracy.
* Process payroll for over 500 employees.
* Administer employee Leave and Retirement plans.
* Prepare and submit all payroll tax reports and payments.

**EDUCATION**

BA