

# ROBERT SMITH

## Payroll Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### 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 government-mandated 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 bi-weekly 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

**ROBERT SMITH**

**Payroll Officer**

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

---

2259 Oak Street, Old Forge, New York, 13420

