

# Contact Number 0551627052

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Valid Driving license Saudi

* Familiarity with payroll software.
* Excellent data entry, data cleaning, and math skills.
* Knowledge of legislation and procedures pertaining to salary deductions.
* Capacity to keep track of numerous ongoing tasks.
* Adherence to all prescribed ethical guidelines, including confidentiality.
* Strong sense of integrity.

# **WORK EXPERIENCE**

2020 – CURRENT

## **Payroll Assistant**

## Al Shafaf Building Contracting Riyad Saudi Arabi

## **Work Responsibilities:**

* Gathering and examining timesheets to ensure their validity.
* Entering start and end times onto the payroll spread sheet.
* Capturing approved annual and sick leave.
* Ensuring that compensation for overtime work is calculated at the appropriate rate and that annual leave is calculated accordingly, if applicable.
* Confirming that legally mandated and optional deductions have been processed correctly.
* Preparing and distributing hard copy or electronic pay sheets
* Performing all tasks well before the pay run to ensure that staff members are compensated and notified on time.
* Addressing queries about payroll-related issues.
* Working to resolve discrepancies in payments as a matter of urgency

01/2015 – 01/2019

## **Admin assistant**

## Flipkart Surat, India

Job Responsibilities

* Provide administrative support to ensure efficient operation of the office.
* Answer and direct phone calls, emails, and other correspondence.
* Organize and schedule appointments and meetings. Maintain and update office files, records, and databases. Prepare and distribute
* memos, letters, and other documents. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system.
* Order office supplies and research new deals and suppliers.
* Maintain contact lists and manage incoming and outgoing mail. Support team
* Excellent written and verbal communication skills.
* Strong organizational skills with the ability to multitask. Attention to detail and problem-solving skills.
* . to work independently

EDUCATION AND CERTIFICATION

* Higher school Certificate
* Certificate in Computer Skill