ROBERT SMITH

Payroll Admin

E-mail: info@qwikresumc.com **Phone: (0123)-456-789**

SUMMARY

Seeking a Payroll Admin position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

SKILLS

MS Excel, Creating and Maintaining Databases, Spreadsheets Promotional Materials.

WORK EXPERIENCE

Payroll Admin

ABC Corporation - August 2011 – August 2012

- Performed daily payroll operations, reconcile payroll prior to transmission then validate reports.
- Processed correct garnishment calculations.
- Executed e-Time and attendance, load import files received from various companies.
- Researched and emailed appropriate file issues, respond to employee tickets.
- Learned another company doing payroll their way.
- Responsible for distributing employee paychecks.
- Maintained good relationships with clients to ensure invoices get paid.

Payroll Admin

Delta Corporation - 2010 – 2011

- Accounts payable, payroll, fax, copy, word, spreadsheets, excel, drafting correspondence on word, documents for child support, file, data input, phone various court houses verification of deduction and data input.
- Take messages, transfer calls to various departments within our group.
- Faxed items overnight, postage on envelope via machine, handled mail.
- Research various items such as lost checks.
- Analytical of taxes and balancing of payroll checks.
- Over years perform clerical and administrative functions scheduling appointments, organizing, maintaining electronic files..
- multi tasking.

SCHOLASTICS

- GED

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**