

Robert Smith

Sr. Payroll Associate

PERSONAL STATEMENT

To gain challenging responsibilities in position, organizational experience and interpersonal skills that will enable to grow in a managerial position with a growing oriented company.

WORK EXPERIENCE

Sr. Payroll Associate

Nestle Purina Pet Care Company - June 1997 - 2019

Responsibilities:

- Review and validate supervisors completion of Kronos WorkForce Central Maintain and track vacation, personal holiday.
- Troubleshoot issues & cases that may occur through NBS US Service Center.
- Monitor reports and follows up on schedules, the input of special adjustments in compliance with the policy.
- Collect invoices, prepare for accounts payable and distribute to Louisville, KY. Processed payroll for employees using ADP PayeXpert & ex labor programs.
- Processing, summarizing and coding of time cards. Input employees hours, earnings, and deductions into Ceridian payroll system.
- Processed pre payroll reports, run final payroll, print checks, created direct deposit file from a database for cash management.
- An answer phone calls, providing customer service to the employees. Wage verifications, trained in basics of garnishments.

Payroll Associate

ABC Corporation - 1993 - 1997

Responsibilities:

- Hyderabad, India Responsible for a payroll of approximately 8000 employees, upkeep and administration of the time and attendance system.
- Calculating and transmitting payroll to the processing center and checking the accuracy before a BACS (Bankers Automated Clearing Services) run.
- Calculating SMP (Statutory Maternity Pay), SSP (Statutory Sick Pay) and taxes according to UK legislation.
- Ensuring accuracy of benefits and deductions, reconciliation and distribution to various carriers.
- Resolving queries and providing various reports.
- Achievements Recognized for communication and partnering skills in assisting and advising employees and outside agencies on specialized payroll processing guidelines.
- Worked as a team to meet the business needs of Payroll..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Excel,
Public Speaking,
Healthcare.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

- September 1975(King William High School)