



Basim Hussain Ali Al-Wassabi

Nationality: Saudi **Mobile:** 0555987019
Date of Birth: 1985 **Social Insurance No:** 374372203
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Objective:

A challenging career which involves tasks hard worker to self-development and use my skills for develop the department and company itself, Good understanding for new assignment, Most knowledge as admin HR, Payroll management & Close financial constraints reconciliation.

Education:

- **Institute of Public Administration – Riyadh- K.S.A. Specialty "Trading Accounting"- Graduation Year "2011".**
Study and understand the commercial account transactions related to economic, commercial, businesses, adjust the account of inputs and outputs, the income statement and account expenses, Set budgets, Financial plans, Financial projects, Factories.
- **Riyadh Chamber – Human resource Diploma Course – Graduation year "2018".**

Experience:

A- Payroll Assistant Manager – Executive:

[Dec. 2018- Nov. 2020].

Takaful Al Rajhi Insurance Co.: is Specializes in insurance Individual, SME & Corporate (Motors, Liability, Contractors, Marine, Construction Plant, Protection and Savings, Machinery Breakdown, Erection All Risk), The company use "Adrenaline" system and basic for HR and Employees service.

Tasks at payroll department:

- Review and approve all of new Employee Creation files in System, Bank Details, Salaries of new employee and add the GOSI Details for them.
- Generation attendance reports to manage the Absence Deduction reports & penalties.
- Coordination with Finance to get all reports related to the Incentives and Commission of Sales to pay it with Payroll.
- Generating all Payroll reports such as Register, Payroll Information, Bank Details, then Review, match and approve it with the monthly Payroll process.
- Upload the monthly payroll file to the Ministry of Labor and Banks to transfer.
- Approving all Separation related to Employees Clearance.
- EOS settlement of receivables in cases "End of contract, Resigned, termination services".
- Accruals EOS & Vacations monthly.
- Coordination with Finance monthly Reconciliation for "Payroll, Housing, Loans".
- Coordination with HR Operation & Finance for GOSI Invoice Details by department and update salaries in GOSI.
- Preparing monthly CEO Summary Report.
- Managing the Cash Salaries.
- Weekly payment (Off-Cycle) for "Loans, Advance Housing, Tickets, O.T, Education, Employees expenses, Etc.".
- Review and Approve Requests "Loans, Education, Tickets Claims reimbursements, O.T, Incentives" as per the HR Policy.
- Handle Outsource employees' & Pay related invoices for Outsources companies such as (Emp: Salaries. Iqama Fees, Insurance, Etc....).



B- Payroll Officer:

[Sep. 2018- Nov. 2018].

Al-Nafees Holding Co.: is Specializes in media, real estate investment, advertising and royal project management. The company use global system "Orecal"

Tasks at payroll department:

- Enter the monthly attendance and extra hours.
- Upload the monthly payroll file to the Ministry of Labor and Banks.
- Work on the settlement of receivables in case of termination services, exit of the employee from the company or transfer in the same establishment, Accruals and vacation settlement.
- Prepare the payment of external salaries of staff through the Excel program.
- Prepare end contracts, financial changes and compensation.
- Prepare financial and administrative entries.
- Prepare the extraction of bank cards for workers, update and transfer monthly salaries.



C- Specialist Payroll in H.R.D.:

[Oct. 2014- Sep 2018].

ARASCO: is Specializes in Animal Nutrition, Food Ingredients, Farm Inputs, Poultry, Laboratories and Logistical Services. The company use "SAP" system

Tasks at payroll department:

- Maintaining Master Data for Payroll & Off-Cycle and Maintain vacation.
- Knowledge calculation End of Service.
- Return from vacation and the executing the vacation payroll process.
- Execution of live payroll, Off-Cycle, payroll & Off-Cycle posting.
- Execution of Action and payroll run for Ending of employment.
- Execution of Accruals and posting to finance.
- Generation of Bank file for regular/Off-Cycle payment.
- Reconciliation of Regular and Off-Cycle payment.



Identifier:

- Mr. Mohammed Al-Assaf (Sr. Manager Employee in ARASCO) mobile: 0542220016.
- Mr. Faisal Al-Enazy (Director HR Operations in Takaful Al Rajhi) mobile: 0506067760.

Other Experiences: (8 Years).	D- Secretary for Consultant At "Ministry of Higher Education" (Nov 2011 To Sep 2014). E- Customer Service At "Asas Pan Gulf Real Estate Investment" (July 2007 To Nov 2011). F- Customer Service At "Panasonic Electronic" (Nov 2006 To Aug 2007) G- Cashier At "Panda Safola Group" (July 2004 To Feb 2005).	Other Certifications	A- Anti-Money Laundry – Pass Exam. B- Stress & Time Management – (2 Days) C- Accounting for non – accountants (25 Hours). D- Saudi Labor and Social Insurance System (15 Hours). For one week from "Riyadh chamber of commerce & industry". C- Computer Applications course (100 Hours).
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Language skills:	English: Reading: very good	Writing: very good	Talking: very good
Personal skills:	> Strong Excel Office User.	> Responsible.	> Adaptable.
	> Analytical Organized.	> leadership	> Ability to learn faster