

Basim Hussain Alwassabi

Assistant Payroll Manager

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Objective:

An experienced professional who has played broad and responsible roles in the firm. A knowledgeable person who has complete knowledge of the procedures and terminologies that are used while dealing with the payrolls & HR.

The key objects of a payroll management are:

- To work as a payroll officer in a well-reputed firm.
- To complete all those tasks that are assigned to me.
- To boost my skills of payroll processing & HR.
- To be a useful part of the firm.
- To contribute to the success of the company.

Education:

- Diploma – Institute of Public Administration – 2011
Major: Trading Accounting.



Related coursework:

- Diploma Course – Training Riyadh Chamber – 2018.
Major: Professional Human Resource Management.

Experience:

A- Assistant Payroll Manager | Takaful Al Rajhi Insurance Co. |
Dec. 2018 - Dec. 2020.



My key roles in this job were:

- Enter new employees' data (all personal data, bank, GOSI, Salary) into internal databases system & EOS.
- Coordinating with the adjustments related to payroll.
- Evaluating and documenting all the procedures that are used to process the payroll.
- Reviewing the reports to ensure that the results are accurate.
- Processing weekly, monthly, quarterly and yearly payrolls of all the employees.
- Keeping and maintaining the record of the leaves that the employees have availed.
- Validating the entities of the payroll.
- Coordinating with all the procedures and policies that are implemented in the company.
- Implementing new codes of the employees earning and deductions and mapping them with the general ledger accounts plus reconciliation.

Skills/Core Competencies

- Possesses complete **knowledge of GOSI and labor law** the procedures that are used to deal with the payroll.
- Able to build a strong relationship with the employees of the company.
- **Good Excel sheets using & charts.**
- Able to organize the tasks.
- Possesses a high potential to handle multitasking.

B-Payroll Officer | Al Nafees Holding Co. |
Sep. 2018 – Nov. 2018.

My key roles in this job were:

- Manage and control employee's payroll and post it to finance.



C- Specialist Payroll | ARASCO | Oct. 2014 – Sep. 2018.

My key roles in this job were:

- Do daily work (EOS. Approved vacation, Bank Details, OT, Processing weekly, Etc...).



D- Secretary | Ministry of Higher Education |
Dec. 2011 – Sep 2014.

My key roles in this job were:

- Organizing time and transactions in facilitating the work of the general manager and printing, exporting and receiving letters

