



Basim Hussain Al-Wassabi – Payroll Management

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Place: Riyadh – KSA Drive License: Available Date of Birth: 1985 Social Insurance No: 374372203

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: • Diploma/ Institute of Public Administration – Riyadh. Specialty "Trading Accounting"- Graduation Year "2011".

Training Course: • Diploma/ Riyadh Chamber – Human Resource Management – Graduation year "2018".

Experience:

A- Payroll Manager – Finance

[November. 2020- Now].

Mueen Human Resource Co. “Owner by Abdullah Al-Othaim” / Riyadh.

- Tasks:** New Payroll Department just be created and handling all process needs for the Payroll:
- Preparation and maintenance of Payroll systems processing.
 - Preparing and Reviewing Payroll statements on schedule time & Pay Process.
 - Review payroll and ensure all amounts and payment dates are accurate.
 - Reconciliation of Regular and weekly payment.
 - Generation of Bank file.
 - Review all Leave & End of Service dues.
 - Extracting all reports related to Payroll (Summary for CEO, Attendance, Other Payment, O.T, Employees Turnover, Accruals ...Etc.).
 - Coordination with the Finance and Human Resources to create Payroll reports periodically in the event of preparation.
 - Simplification and documentation of compensation procedures.
 - Approval of required Payroll changes such as Salary Increases, GOSI Deductions, Bonuses, Expense Reimbursements, Air Tickets & Trips.
 - Train & Give a hand for employees who participate in payroll on regulations and processing.
 - Ensure compliance with all Labor Office Laws and respond the queries.
- Help new employees understand the company's policies regarding compensation, Benefits Available & Eligibility.
- Collaborate with employees and respond to salaries-related questions.
 - Distribute of day-to-day operations to payroll Teams.

B- Payroll Assistant Manager – Executive:

[Dec. 2018- Nov. 2020].

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

- Tasks:**
- 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.
 - EOS settlement of receivables in cases “End of contract, Resigned, termination services”.
 - 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.
 - 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....)
 - Approving all Separation related to Employees Clearance. - Accruals EOS & Vacations monthly.
 - Preparing monthly CEO Summary Report. - Managing the Cash 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 which is global.

- Tasks:**
- Maintaining Master Data for Payroll & Off-Cycle and Maintain vacation
 - 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.
 - Knowledge calculation End Of Service. - Execution of Accruals and posting to finance.
 - Generation of Bank file for regular/Off-Cycle payment. - Reconciliation of Regular and Off-Cycle payment.

Skills

> Strong Excel Office User. > Analytical Organized. > Cooperative. > Continuous improvement > Responsible. > leadership Self-motivation. > Adaptable. > Ability to learn faster

Identifier:

- Mr. Mohammed Al-Assaf (Sr. manager employee) At ARASCO. Mobile: 542220016.
- Mr. Faisal Al-Anazi (Operation Director) At Al-Rajhi Takaful. Mobile:0506067760.