



# Basim Hussain Al Wassabi

HR & Payroll Accounting - Saudi Arabia – Riyadh · +966 555987019

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## PROFILE

Manage payroll at HR with over 2 years of professional experience. Eager to join reputable company to offer customized solutions, Identify HRS & payroll opportunities, and provide exceptional service to the organization of my humble knowledge in using (Sap, Orical, Adrnalin) system.

## EDUCATION

May 2009 – SEP 2011

**Diploma of Trading Accounting, Institute of Public Administration, – RIYADH**

- GPA 2.84 of 5.

## EXPERIENCE

Dec 2018– Dec 2020. (2-Years).

**Payroll - Assistant Manager, Takaful Al-Rajhi Insurance Company.**

- Prepare Monthly salaries & all related (Attendance, GOSI, New heiring, bank transfers) posting salaries to the Finance by program.
- Reconciliation GL Account with Finance (Loans, Housing, Any Advance Payment).
- Preparing reports for cost centers regarding salaries and wages.
- Managing the organization's plan for departments cost.
- Preparing EOS adjustments for resigned employees Based on company policy.
- Contribute to job evaluation with HR Operations.

Sep 2018 – Nov 2018. (3-Months).

**Payroll Officer, Al Nafees Holding Company “Family Business”.**

- Prepare Monthly salaries.
- Typical daily tasks (opening of bank accounts for new employees, OT, Business Trips, EOS, New Employees, ELC...).

Oct 2014 – Sep 2018. (Almost 4-Years).

**Specialist Payroll, ARASCO Company.**

Dec 2011 – Sep 2014. (Almost 3-Years).

**Secretary to the Consultant, Ministry of Higher Education.**

## SKILLS & LANGUAGE

- Microsoft Excl functions & Chart user. (Very good)
- Understand Labor law & Company policy. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (Very good)
- Read and understand work-related materials. (Very good)

## CERTIFICATES

- Diploma Professional HR Management training certificate.
- Working within a team workshop certificate.
- Short certificates “Gosi, Stress Management, Time Management”.