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Summary

- # Follow-up the staff salary and leave .
 - # Receiving the files of the new staff , reviewing and incorporated in the company private system .
 - # Following up the payroll during the month and updating it regularly .
 - # The printing of reports required by the administration , updating and preparing plans about them .
 - # The finalizing of the salaries at the end of the month and assuring that the figure's accordance with the General Department of Computer .
 - # issuing the decisions concerning appointment and the amendment of appointment names
 - # The issuing of contracts concerning the new staff .
 - # The calculating the end service rights for the staff that have ended their service .
 - # Following up exit and return of staff .
 - # Arranging the files of the staff and archiving them .
 - # Making specific data of the staff divided according to the department . And updating them
 - # process running monthly salaries
 - # processing of files Cash and bank
 - # matching employees with Finance balances
 - # matching monthly allocations with Finance management
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Experience

Assistant Payroll Manager at BinDawood Holding

June 2020 - June 2021

Payroll Supervisor at FLOW Progressive Logistics

February 2020 - June 2020

Country Payroll Specialist at IKEA Saudi Arabia

March 2016 - March 2020

Country Payroll Specialist

Senior HR Payroll Specialist at Roots Group Arabia

October 2014 - March 2016

Senior HR Payroll

Payroll Supervisor at Al-Haddad Telecom

January 2012 - October 2014

Payroll Supervisor

Payroll specialist at Mohamed Yousuf Naghi & Brothers Group.

December 2009 - January 2012

Payroll specialist

Data Entry at G4S

January 2009 - December 2009

Data Entry

Education

King Faisal University

Bachelor of Business Administration - BBA, Business Administration, January 2017 - December 2022

المستقبل

دبلوم, محاسبة, 2006 - 2003

محاسبة مالية

**The General Est, For Technical Education & Vocational Training
Diploma of secondary commercial institute, Accounting, 2003 -
2006**
