**CURRICULUM VITAE**

***Anup***

***E-mail:*** ***anup.313500@2freemail.com***

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***Subject: -Suitable position in “Timekeeper”***

***JobObjective***

Looking for a suitable position in dynamic and progressive organization which fosters team spirited & object oriented work environment, provides opportunity to accelerate & enhance the career growth and expertise where I can utilize my ability to prove myself as an asset to the organization as well as contribute to achieve its objectives & growth.

***attributes***

Young energetic, self-motivated, well dedicated to duties & responsibilities assigned and to complete the work within deadlines, maintaining good interpersonal relationship within colleagues and team members, having 8 years overseas working experience in timekeeping in a multinational company.

***Job EXPERIENCE:-***

***Wo****rking as* ***Time keeper*** *since April, 2007 to Present.*

* **Name of Company** : **Urbacon Trading & Contracting (UCC ),(Doha Qatar)**

Position : Time Keeper

Period : 02.12.2013 to Present

* **Name of Company** : **Al Sabbah Electro Mech-Cont.Est.,(Abu Dhabi)**

Position : Time Keeper

Period : 04.10.2010 to 26.10.2013

* **Name of Company** : **Petron Engg. Const. Ltd.(India)**

Position : Time KeeperAssistant

Period : 13.04.2007 to 15.07.2010

***Roles and Responsibilities:-***

* Maintaining and reviewing employee daily attendance data to keep track of employees absenteeism
* Maintaining time sheet, employees work sheet, and compute the wages of the employees
* Keeping track of employees transfers, resignations and exemptions to keep the payroll records updated
* To prepare and update the personnel data & records on site
* To enter and update daily worked hours of staff /workers
* To process the leave application of the staff /workers
* To co-operate site admin and HO-PER in processing of visa renewal and passport
* To co-operate site admin. Officer/labor officer in all concerned activities
* To prepare reports as and when required by the site management
* Compile production and time records of employees
* Review all essential documents such as time cards, time sheets and work charts submitted by employees
* Compute and post details of production and hours worked to the payroll department
* Calculate wage deductions by reviewing leave, vocation and sick records
* Verify employees’ attendance manually and electronically
* Converse with employees to discuss differences in hours worked
* Justify any deductions in the salary by providing on paper proof to employees
* Visit the production and work places to check the attendance of workers
* Coordinate with account and departmental heads for payroll process
* Disseminate new policies and procedures to the employees by displaying notices in each department
* Tracked the extra hours worked for overtime
* Making sure that all the leaves and other salary adjustments are made appropriately in payroll
* Regularly updating and taking backup of payroll database
* Maintaining records of employees medical insurance, pension plans and other such employee benefit plan
* Solving employees queries related to discrepancies in their salaries
* Reviewing various employee work and attendance records to calculate discrepancies in employees payroll calculations
* Processing issues related to employees payment, earning and deductions
* Making sure that all the payroll related and attendance details are entered into the payroll software
* Keeping track of employees leaves such as sick leave, personal leaves, vacations, etc
* Keeping track of absence of employee from work due to official travel

***Education Qualification:-***

* *Inter (HSE) pass*

***Computer Proficiency:-***

* Ms Excel
* Ms Word
* Ms PowerPoint
* Ms Access
* MS Outlook
* Outlook Express
* Biometric system

***Personal Details:-***

Name : Anup

Date of Birth : 01 December 1984

Nationality : Indian

Sex : Male

Marital Status : Married

Language Know : English & Hindi

***Declaration:-***

I Here by declaring that the above details furnished by me are true to the best of my knowledge and belief.

 If I selected I assure that I would perform to the best of my ability with exemplary professional approach to reach up to the organization’s expectation eagerly awaiting a positive response.

With Best Regards,

**Anup**