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|  | **Payroll Accountant Cum Administrator, ERP Professional** |
| Results-driven management professional with 6 plus years of progressive work experience across a Global Multinational Company.Possess career record in delivering results at the highest quality standard, improving organization work functioning and performing effectively under work pressure. Have multitask abilities, excellent communication, interpersonal problem solving, and administration skills; results-oriented work approach, enthusiasm and strong professionalism. |
| **Strengths** |  |
| * Payroll Process and Labour Law expertise
 | * Strong Administration & Coordination skills
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| * Relate well with Multicultural Co workers
 | * Knowledgeable with ERP Softwares
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| * Strict adherence to SOPs
 | * Willing to accept challenges
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| * Diversified industry work background
 | * Self-motivated
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|  **QUALIFICATIONS**  |  |  |
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| **Bachelor of Commerce (B.com)🞟** Calicut University **🞟 India.****Completed Certification in Tally 3.0 from Texas Account Institute.**Completed professional accounting course.  *(*Tally, Peachtree, Daceasy &TATA-EX)**Currently Appearing for Certified management Accounting (C.M.A)** |  |
| **ACHIEVEMENTS** |  |  |
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| * A vital member of the team that implemented Micro Dynamics Great Plain (GP System) to the whole Bin Butti Group.
* Gained extensive experience in GP HRMS, its processes and procedures.
* Successfully established the Payroll Centralization and deliver outstanding services throughout the whole Bin Butti Group.
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| **EXPERIENCE** |  |  |
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| **Payroll Accountant –From July** *2013 – present**Bin Butti.jpg*Bin Butti International Holding LLCBin Butti is Facilities management firm with a global strength of 3,500 people, the Group has offices in 2 countries across the world.* Report directly to the Payroll Manager and the Corporate Human Resources Director of the Group.
* Maintain and submit HR Reports to superiors on a monthly basis, i.e. Monthly Headcount Report, Payroll Budget Report, Costing Report, Project Allocation Report, Leave Reports etc.
* Ensures that all personnel receive appropriate remuneration in a timely and efficient manner as per the Corporate Company Policies and Procedures.
* Manage system updates of payroll inputs including new hires, employee update statuses and various advance and allowance payments as per the corporate policy.
* Mass uploading of Additions / Deductions. Verify system entries for payroll, Cost Centers as well as attendance and Leave Management.
* Ensure accuracy in the timely payroll processing of new hires, temporary / contingent workers, transfers and promotions.
* Processing Final Settlements and Leave Settlements trough GP system.
* Handling of employee advance payments as per the company policies and relevant recovery installments are coordinated.
* Reconciliation of the Payroll Sheets up to finalization. Processing Costing Reports, reconciling and verifying with Finance Departments before Transferring to GL for GP Finance Module.
* Perform post payroll processes, Preparation of SIF Files as per WPS, Coordination with Banks and other Financial Institutions, issuance of Pay slips.
* Preparation of reports to contribute towards the establishment of the yearly budgets. Preparation of monthly and year end payroll accrual reports.
* Maintain, update and ensure the data of ERPfor all employees.
* Served as a ‘point of contact’ to interact and receive general enquiries from employees, management of payroll enquiries and responding accordingly.
* Familiar with major articles and regulation of UAE labor law

**Administrator cum Accountant: - January 2008 – June 2013.*****Description: G:\My Pictures\ban.jpg*FIBREX CO. L.L.C. (Industrial & Construction Group)**Fibrex is Industrial & construction group with strength of 10,000 people, the Group has offices in three countries across the world* Assist the HR/Admin Manager in updating procedures and manuals.
* Arranges travel itineraries, ticket reservations, travel advances and ticket purchases as required.
* To check and cost allocated LPOs for payment of air tickets to Travel Agencies.
* Maintain employment files and records per company policy and legal regulations.
* Assist in communication and implementation of all HR policies and initiatives.
* To process medical Cards (Like Daman Card, Al Wathba Card)
* To process all document, if employees happened accident for claim from Insurance Company.
* To check & cost allocating Insurance invoice’s and processing for payment
* Monitor the return of employees from vacation as scheduled and report to the department head if there are any delays.
* Approval for the entry of New Employees information such as Salary, Benefits & Other Entitlement in the IIMS (Integrated Information Management System).
* Maintain an updated Payroll Record of all employees’ details such as change in salary or allowances, absenteeism, sick leave, car loan or change in bank accounts.
* Prepare leave settlements for employees who are going on leave payment thru WPS (Wage Protection System)
* Prepare final settlements in accordance with the UAE Labour Law
* Coordinate for renewals of commercial properties and labor camps, follow-up on contacts and payments.
* Arranging labor accommodation and furniture. Relocation of existing employees
* Accommodation (Renewal & Follow-ups) Offices \ Land \ Factories, ADDC – Invoices ICAD Labor Camps & Kitchen, ICAD - Invoices (W&E - GAS), Staff Apartments \ Villas.
* Purchased all stationery items for company purposes.
* To checking and cost allocating divisions all invoices like Adnoc, Telephone & water electricity after processing for payment.
* Coordinate Administrator in processing of Insurance Claims, medical claims for staff and operatives.
* Handling Petty Cash AED 50,000/-
* General support to overall administration tasks.

**Accounts Assistant**  ASCORP Holdings PSC :- January 2007 – December 2007 * Prepare leave settlements for employees who are going on leave payment.
* Prepare final settlements in accordance with the UAE Labour Law.
* Maintaining basic accounts, book keeping.
* Reconciliation of Bank statement.
* Invoice entries and cross checking.
* Prepared accounting entries.
* Prepare journal entries.
* Collected bills, checked payments.
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| **PERSONAL DETAILS** |  |  |
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| Nationality | : | Indian |
| Date of Birth | : | January 14, 1982 |
| Marital Status | : | Married |
| Visa Status | : | Employment |
| Languages | : | English, Hindi,Tamil,Malayalam,Arabic |
| License | : | With UAE Driving License |
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**First Name of Application CV No: 392022**

Whatsapp Mobile: +971504753686

