**IBNE**

United Arab Emirates | +971 504753686 | ibne-399448@2freemail.com

**I am looking for a challenging position where I could be a productive and contributing member of the team or organization to utilize my 09 Years Gulf experience in the field of Timekeeper.**

**Timekeeper**

**Profile Summary**

An enthusiastic self-motivated individual with excellent inter personal skills the ability to take responsibility & work as a team. To seek a challenging responsible assignment in a reputable organization, where I apply my current skills & knowledge. With order and participate myself and work towards for a complete satisfaction of the company.

**Work Experience**

**Timekeeper – Engineering & Contracting Company in UAE**

**November 2008 to till date……**

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| --- | --- | --- |
| **From 2019 to continue:** |  |  |
| Position | : | Senior Timekeeper |
| Project Name | : | SLS Hotel and Hotel Apartment Dubai |
| Main Contractor | : | Gunal Construction LLC |
| Client | : | WOW Investments |
| **From 2017 to 2019:** |  |  |
| Position | : | Senior Timekeeper |
| Project Name | : Al Maktoum International Airport Dubai (DWC) |
| Main Contractor | : AL Jaber Legt Engineering & Contracting LLC (Alec) |
| Client | : | DAEP |
| **From 2016 to 2017:** |  |  |
| Position | : | Timekeeper |
| Project Name | : Marsa Al Seef Project- Phase -04 |
| Main Contractor | : | Datco Balfour Beatty |
| Client | : | Dubai Holding |
| **From 2015 to 2016:** |  |  |
| Position | : | Timekeeper |
| Project Name | : | University of Dubai |
| Main Contractor | : | Kier Dubai LLC |
| Client | : | Dubai Chamber |

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| **From 2013 to 2015:** |  |  |
| Position | : | Assistant Timekeeper |
| Project Name | : | Bab Al Qasr Hotel & Residence |
| Main Contractor | : | Nurol LLC |
| Client | : | Emroc |
| **From 2011 to 2013:** |  |  |
| Employer |  | : Bin Belaila AE-Arma Elektropanc Elektromechanical Co. LLC. |
| Position | : | Assistant Timekeeper |
| Project Name | : Residential Buildings & Carpark for AD Police HQ |
| Main Contractor | : | Dhabi Contracting LLC |
| Client | : | Abu Dhabi Police |
| **From 2008 to 2011:** |  |  |
| Employer |  | : Bin Belaila AE-Arma Elektropanc Elektromechanical Co. LLC. |
| Position | : | Mechanical work |
| Project Name | : | Jumeirah village -856 villa |
| Main Contractor | : | Nurol LLC |
| Client | : | Nakheel Properties |

**Project Timekeeper**

* Maintaining time sheets and accurately inputting time and attendance data into the computer.
* Verify attendance, hours worked and pay adjustments while tracking overtime hours and approving compensatory time earned.
* Responsible for keeping track of leave time such as vacation, holidays, personal or sick days for employees.
* Ensuring time sheets are submitted and received by employees on time to issue accurate payroll adjustments.
* Maintain an accurate track of hours worked for payroll purposes..
* Calculating an employee’s time worked, production and commission are duties.
* Enter employee time data into payroll management systems.
* Highly organized and manage data for many employees at once while quickly resolving issues that can cause delays in payroll processing.
* Review departmental timecards to ensure employee’s time is accurately recorded and complete.
* Work with employee and or supervisor to resolve errors (i.e. missed punches, meal break adjustments).
* Compile employee time, production, and payroll data from time sheets and other records.
* Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.
* Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
* Complete time sheets showing employees' arrival and departure times.

**Strengths**

* Good Communication and Interpersonal Skills.
* Perseverance and Hard Working
* Ability to learn quickly and work as independent or as with a team.
* Creative versatile and highly motivated professional.
* Able to coordinate multi-faceted tasks involved in efficiently managing a cohesive team.
* Capable of establishing and maintaining productive communication with all levels of management and individuals of all career levels.

**Computer Skills**

* Expertise in all MS-Office Applications.
* Utilizing a range of Strong sense of Email / Internet, Outlook Express, Windows Mail
* Web and Social Skills
* Basic Computer Knowledge & Maintenance PC

**Education Qualifications**

* Passed Secendary School Certificate.

**Personal Particulars**

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| --- | --- | --- |
| **Name** | : | Ibne  |
| **Gender** | : | Male |
| **Marital Status** | : | Single |
| **Linguistic ability** | : | English, Hindi,Urdu & Bangla |
| **Nationality** | : | Bangladeshi |
|  |  |  |  |
| **Passport Particulars** |  |  |  |
|  |  |  |
| **Date of Issue** | : | 15 December 2019 |
| **Date of Expiry** | : | 14 December 2024 |
| **Place of Issue** | : | DIP/Dhaka |
| **Visa Status** | : | Employment visa |

**Declaration**

I do hereby declare that the above furnished information is true to the best of my knowledge and belief. Assure you that I will perform my duties honestly to the entire satisfaction of all concerned.

Yours faithfully,

**IBNE**