

NAVEED UR RAHMAN

Distt & Tehsil Swabi
Village Jamal Abad
Khyber Pakhtoon Khawa, Pakistan.
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PERSONAL INFORMATION

Born March 11th March 1988 in Swabi (KPK)
Citizenship: Pakistan
Marital status: Single

WORK HISTORY

03-10-2015 PRESENT **PAY ROLL ASSISTANT**
Sarhad Textile Mills Pvt Limited, Gadoon Amazai Swabi.

Main Job Tasks and Responsibilities

- collect, compile and enter payroll data using appropriate software
- review and verify source documents
- calculate and post payroll deductions
- process payroll by established deadlines
- issue statements of earnings and deductions
- reconcile employee deductions
- investigate and correct payroll discrepancies and errors
- update payroll records by recording changes including insurance coverage, loan payments, salary increases
- process new employees, terminations, transfers and promotions
- prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave
- address employee's pay-related concerns and provide accurate payroll information
- complete requests for pay-related documents including statements and verifications
- develop, manage and maintain comprehensive payroll records
- ensure compliance with federal and state regulations and guidelines.

04-05-2015 - 03-08-15 **ASSISTANT TIME KEEPER**
Al Saad General Contracting Co, Jeddah, Saudi Arabia.

- Controlling the Time Machine
- Taking The Attendance Morning & Evening
- Preparing The Daily Timesheet as per Time Machine Entries
- Preparing the Monthly Manpower Report for Cost Control, Planning & Safety Department.
- Preparing Duty Resumption, Salary Claim & Vacation Time Sheet.
- Departure Clearance
- Prepared Manpower Transfer Paper

