
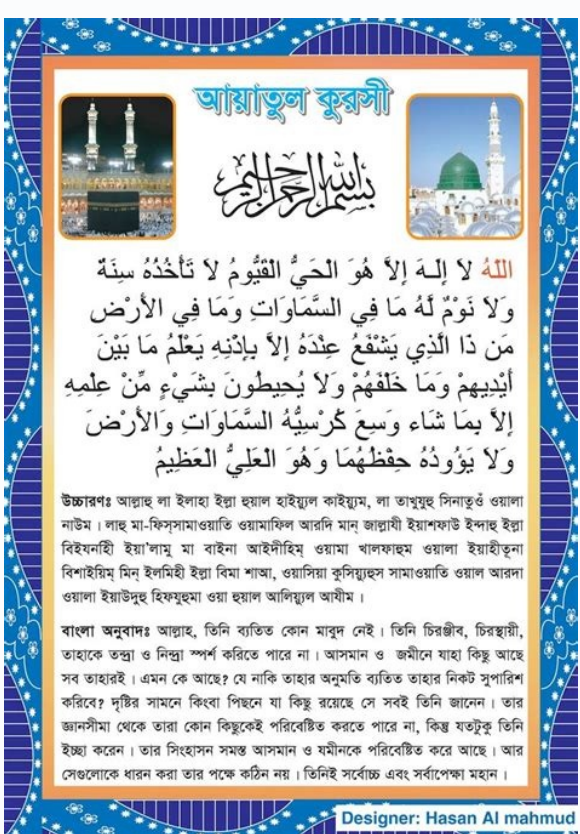


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Curriculum Vitae / السيرة الذاتية

Personal Information: **البيانات الشخصية:**

Name :	الاسم :
Date of Birth :	تاريخ الميلاد :
Place of Birth :	مكان الميلاد :
ID No :	رقم الهوية :
Mobile :	جوال :
E-mail :	

Education: **المؤهلات التعليمية:**

Name of University:	اسم الجامعة :
Major :	التخصص العام:
Minor :	التخصص الدقيق:
GPA :	المعدل:
Year :	سنة التخرج :

Training Session: **التدورات العلمية:**

Name of Session :	اسم الدورة :
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ROBERT SMITH

Timekeeper II

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success.

EXPERIENCE

- Time keeper II**
ABC Corporation - OCTOBER 2001 - JULY 2002
- Review timesheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
 - Process paperwork for new employees and enter employee information into the payroll system.
 - Verify attendance, hours worked, pay adjustment, and post information onto designated records.
 - Compute wages and deductions, and enter data into a computer. Keep track of leave time, such as vacation, personal, and sick leave for employees.
 - Process and issue employee paychecks and statements of earnings and deduction.
 - Compile employee time, production, and payroll data from sheets and other records issue and record adjustments to pay related to previous errors.
 - Reviewed daily Exxon Mobil gate logs with Brand sign-in sheets. Created Excel spreadsheets to track man-hours/O.T.

- Time keeper**
ABC Corporation - 1996 - 2001
- Timekeeper My primary responsibilities were to maintain on-site scaffold tracking and payroll.
 - Reviewed daily Exxon Mobil gate logs with Brand sign-in sheets.
 - Created Excel spreadsheets to track man-hours/O.T.
 - and prepare timesheets for KBR & Exxon supervision approval.
 - Maintained JSAS, incident reports and attendance records
 - Periodically I assisted the personnel office with payroll preparation, new hire procedures and benefit distribution.
 - SKILLS & QUALIFICATIONS** Type 70+ wpm, 10-key by touch Proficient in Microsoft Word, Excel Knowledgeable in Microsoft Access, QuickBooks & SAP Notary Public-Commission Expires 11/9/14 TABC Certificate Expires 11/27/14.

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