JOHN SMITH

john@smith.com | 0777000000 | Brighton, Sussex

**Professional Summary**

Dedicated and precise payroll administrator with years of experience managing pay and benefits procedures, including heading up implementation of a cutting-edge timekeeping system upgrade. Strong math skills and expert proficiency with common timecard, accounting, and payroll processing computer programs. Excellent communication to work with employees to explain payroll information and resolve discrepancies. Exceptional attention to detail to ensure accurate, efficient, and timely payroll processing.

**Skills**

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| * Bookkeeping
* Quickbooks
* Payroll
* Billing & Collections
 | * Invoice Reconciliation
* Process Improvement
* Attention to Detail
* Time Management
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**Work History**

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| **Payroll Administrator** |  | **May 2018 – Current** |
| *Joe Bloggs Inc – Brighton, Sussex* |  |  |
| Bookkeeper and payroll administrator for Joe Bloggs Inc. Responsibilities included:* Calculating accurate wages, including any bonuses, salary increases or overtime.
* Calculating tax or national insurance deductions and pensions contributions.
* Processing new documentation for starters and leavers.
* Handling and responding to discrepancies and queries relating to payroll.
* Performing other ad hoc duties such as filing and photocopying.
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| **Office Administrator** |  | **Feb 2014 – May 2018** |
| *Joe Bloggs Inc – Brighton, Sussex* |  |  |
| Office administrator for Joe Bloggs Inc. Responsibilities included:* Drafting and typing up letters
* Printing and photocopying documents
* Dealing with queries and complaints.
* Attending meetings and taking, typing up and distributing accurate minutes.
* Ordering new supplies of items including stationery.
* Paying bills and keeping financial records updated.
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