**To,**

**The HR Manager**

‎

**Ref: Application for the post of Payroll Administrator / Specialist.**

***Respected Sir,***

I would like to you take this opportunity to present my candidature for your current or future perusal. Please find attached a copy of resume for your review.

It would be a great honour on my part to be given the opportunity to work with your organization.

Since 2006 I am working in Kuwait as a Payroll officer in a well know organization. Currently I am pursuing **Post Graduate Diploma in Payroll Management & Compliance.**

Looking forward for a favourable response from you end is highly appreciable.

Thanking you,

Binu Cherian

00965 97660291

[binucherian1@yahoo.com](mailto:binucherian1@yahoo.com)

**BINU CHERIAN**

E-mail ID : [binucherian1@yahoo.com](mailto:binucherian1@yahoo.com)

**Mobile Number : +965 97660291**

**Career Objective**

To effectively practice various management principles and excel in scientific management application, by fitting myself into a professional outlet, respective to constant innovation and integration.

**Total Exiperience : 7.5 years in Kuwait**

**7.0 years in India**

**PROFESSIONAL EXPERIENCE**

**February 2010 –** **PAYROLL OFFICER**

**Present IMCO ENGINEERING & CONSTRUCTION CO. WLL, Ahmadi, Kuwait**

**Major projects are under KNPC and KOC.**

**Employee Strength: 6500 +**

* Continuously updating the company’s payroll system.
* Preparing monthly payroll.
* Calculating employee Annual Leave (MOSAL format), Unpaid Leave, Emergency Leave, Air tickets.
* Responsible for checking, updating and uploading of any management approved bonuses and increments.
* Final Settlements of Resignation & Termination as per KLL
* Calculating the Overtime and uploading in the system.
* Calculating all allowances.
* Calculating & Deducting the Social security for Kuwaiti’s and GOSI for Saudi nationals.
* Updating employee vacations and absences on the payroll system.
* Holding salaries for resigned/terminated employees.
* Updating any deductions related to disciplinary action, employee loans, Camp fee and advances.
* Printing monthly pay slips.
* Staff Salary reconciliation.
* Resolving payroll queries for the employees
* Allocation & Comparison Salary Summaries for Management.
* Preparing required periodical reports.
* Perform other related duties as required and assigned by the Human Resources Manager & Executive Finance Manager

**August 2006 – January 2010 : PAYROLL IN CHARGE**

**AL HASAWI REFRIGERATOR & WATER COOLER FACTORIES W L L, KUWAIT**

* **Manufacturing of Air conditioners, Refrigerators, Water coolers and Heaters,**
* **Sears showroom & ACE Hardware.**
* **Employee Strength : 1500 +**
* Updating the Payroll when the new employees are appointed.
* Preparing settlements & calculation of Leave, resignation and Termination for all employees,
* Increment addition for the employees.
* Increment addition for the employees.
* Staff salary reconciliation.
* Updating return from vacation.
* Making Deduction statements (Loans, Penalties, Sick Leave, unpaid leave, Telephone bills)
* Salary works (Payroll) for the Group of Companies (bank & ministry format) – 6 Divisions.
* Allocation & Comparison salary summaries for the management (comparing wit last month & Last year)
* Checking fingering reports (for salary & Overtime)
* Preparing ministry & banks transfer letter signing by president or Chairman only.
* Coordination of Cash Salary distribution ( for new employees)
* Overtime for all companies.
* Providing all kind of information to employees, finance dept., HR and Personnel dept.
* Opening bank accounts for new employees.
* Submitting all leave settlement copy to Ministry.
* Making yearly Provision for Leave & indemnity.
* Handling all the payments (related to payroll).

**Dec 1999 - August 2006 : DOCUMENTATION CONTROLLER**

KRIPA FOUNDATIONS – MUMBAI

DE- Addition & Rehabilitation Center.

**PROFESSIONAL EDUCATION**

Pursuing Post Graduate Diploma in Payroll Management and Compliance (On line).

**Sep 1996 : B.Sc. Mathematics from Mahathma Gandhi University, India.**

**Major : Mathematics**

**Subsidiary : Physics & Statistics**

**TECHNICAL EDUCATION**

**Jun 1997 : Post Graduate Diploma in Computer Application ( PGDCA)**

**COMPUTER LITERACY**

MS Office (Excel, Word, Access, Power Point), NT, Internet, PageMaker, VAX 780, Enfinity, FoxPro, C, VB6, Oracle)

**LANGUAGES : English, Arabic, Hindi, Malayalam.**

**PERSONAL INFORMATION**

Date of Birth : 28 Sep 1974

Gender : Male

Nationality : Indian

Marital Status : Married

Driving License : Kuwait License ( valid all over in GCC)

Number of Dependants : 3

**Visa Status : Article 18 (Transferable)**

Passport No : H 0375840

Date of Issue : 21 / 12 / 2008

Date of Expiry : 20 / 12 / 2018

Place of Issue : Kuwait.