

## *Anastasia Ferary-Greaves*

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### **Profile**

Over six years working experience in the human resource and payroll management.

Seeking employment in a goal-driven company in need of an agile, versatile, goal-driven employee.

Qualifications include:

- Organizational abilities, Multi-tasking, Detail oriented, Positive attitude
- Ability to handle sensitive, confidential, and interpersonal matters adequately.
- Effective communication; written, oral, and through presentations.

### ***Professional Experience***

#### **Million Dollar Members Club**

June 2011-Current

#### **Payroll/ Human Resource Coordinator**

### ***Duties***

- Responsible for the preparation and processing of biweekly /monthly payroll for over approximately 244 employees; reviewing and ensuring accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions
- Prepared of All Statuary Deductions relating to payroll
- Maintained employees records; ensuring that employee changes are entered correctly and made on a timely basis;
- Assist staff with routine HR related questions, served as the first point of contact for employees - Assisted company staff in solving HR issues.
- Set up meetings and interview schedules as part of recruitment process – Conduct and hire new employees
- Manage employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-relates matters.
- Provide employee training and orientation services.
- Prepare job description, posting ads and managed the hiring process.
- Supervise Office Staff.
- Manage, organize and update files, records, correspondence, reports- Performed HR office services such as: filing documents, printing reports and documents, stocking of equipments and supplies.
- Other duties as required

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### *Professional Experience*

#### **Big Bucks Casino**

Dec 2004- May 2011

#### **Payroll/Data Entry Clerk**

### *Duties*

- Responsible for the preparation and processing of biweekly /monthly payroll for over approximately 100 employees; reviewing and ensuring accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions
- Prepared of All Statuary Deductions relating to payroll.
- Maintained employees records; ensuring that employee changes are entered correctly and made on a timely basis;
- Ensuring all accounts payable invoices received are coded correctly and data entry for these are inputted into the system in a timely manner.
- Prepare cheques for creditors and other customers as required.
- Establish and maintain an effective filing system.
- Bi Annual Inventory Check.
- Other duties as required.

#### **Guardia Wackenhut Limited**

2002- Dec 2004

#### **Payroll Assistant**

- Preparation of payroll and ensuring it reaches the bank for disbursement to employees no later than the 15th and 30th of each month.
- Preparation of All Statuary Deductions relating to payroll.
- Prepare all formatted documents, cheques for payment and logging of salaries, National Insurance, Health Surcharge, Hours Worked, and Leave.
- Issue earnings (pay slips & deductions).
- Establish and maintain an effective filing system.
- Other duties as required.

#### **Alleyne's Nursing and Convalescent Home**

Nov 1994-2002

#### **Home Health Care Nurse**

- Admitting and discharging of patient
- Perform evaluation tasks, including vital signs and medication review.
- Administer medication as prescribed by the patient's physician.
- Monitoring of vital signs during home care, blood pressure, heart rate, temperature.

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## *Anastasia Ferary-Greaves*

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### **Education:**

- Roytec. (Currently perusing)
- Diploma Human Resource Management
- St Martin's Girls High School
- Servol Life Centre

### **Computer Literacy:**

MS Office 2010

- MS Word
- Ms Excel

PayMe (Payroll Package)  
First Citizen Bank ACH (Payroll)

### **References:**

Available on Request