



PROFILE

Born: 12 November 1986
CPR No: 860309940
Address: House 2563 Road 432 Block 604

OBJECTIVE

To pursue a career in reputable growth oriented organization which provides constant personal & professional development opportunities.

CONTACT



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LANGUAGES

English , Arabic & Hindi

HOBBIES

- Reading Books
- Listening Music
- Writing Stories

LAYLAA.ELAH SANAD

HR OFFICER & ACCOUNTANT

EDUCATION

UNIVERSITY OF BAHRAIN

2004 - 2009

- B.SC IN ACCOUNTING, GPA 3.06

ISA TOWN SECONDRY SCHOOL

2001 - 2004

- SECONDARY CERTIFICATE (COMMERICAL)

WORK EXPERIENCE

SKD GROUP -HR OFFICER & ACCOUNTANT

JAN 2012-SEP 2018

HR DEPARTEMENT

- **Recruitment/New Hire Process**
 - Preparing job description & contracts.
 - Participating in recruitment efforts
 - Posting job ads and organizing resumes and job applications
 - Scheduling job interviews and assisting in interview process
 - Ensuring background and reference checks are completed
 - Preparing new employee files
 - Overseeing the completion of compensation and benefit documentation
 - Orienting new employees to the organization (setting up a designated log-in, email address, etc.)
 - Administering new employment assessments
 - Serving as a point person for all new employee questions
- **Payroll and Benefits Administration**
 - Processing payroll, which includes ensuring vacation and sick time are tracked in the system
 - Answering payroll questions
- **Record Maintenance**
 - Maintaining current HR files
 - Updating and maintaining employee benefits, employment status, and similar records
 - Maintaining records related to grievances, performance reviews, and disciplinary actions
 - Performing file audits to ensure that all required employee documentation is collected .

ACCOUNT DEPARTEMENT

- Make time cards of all employees
- Enter attendance of all employees
- Maintain employee's working hours & payments
- Calculate salaries and overtimes.

- Prepare the entries of ledger with earning & deductions
- Collecting daily, weekly or monthly timesheets
- Calculating overtimes hours and allowances
- Preparing employees' compensation by the end of each month using payroll software
- prepare absent report on monthly base
- Processes company's payroll every pay period
- Maintains payroll processing system and records by gathering, calculating, and inputting data
- Answers staff questions about wages, deductions, attendance, and time records
- Receives and coordinates requests for leave and other absences
- Handles changes in exemptions, job status, and job titles
- Adheres to payroll policies and procedures and complies with relevant law
- Identifies, investigates, and resolves discrepancies in timesheet and payroll record
- Completes payroll reports for record-keeping purposes or managerial review
- Performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts.

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- Receive invoices for all divisions checking & authorize
 - Maintain monthly and quarterly basis sales & receipts
 - Prepare report of pending receipts & invoices on daily basis
 - Pass the journal vouchers
 - Enter invoices & receipts in the ledger
 - Maintain cash & bank book
 - Work in focus v6.003 program
 - Prepare credit note ,sale return, discount documents
 - Adjust balances of all customers
 - Arrange for customers payments

SKILLS

INTERPERSONAL SKILLS

- Very active, energetic person.
- Developed and hard worker
- Excellent communication skills-presentation and report writing.
- Excellent analytical skills.
- Strong leadership skills.
- Fast learner, committed and hard worker.
- Able to work under pressure, dynamic situations and meet deadlines.
- Able to work as an efficient and effective team member and team leader

COMPUTER SKILLS

- Microsoft office skills ,Using internet and email to access , store ,and retrieve information and to express idea and communicate with others