

JOHN PROFESSIONAL

professionaljohn@mail.com, +254704040404, www.linkedin.com/a-b-c, Nairobi

SUMMARY

A payroll specialist with three years in human resource operations with advanced proficiency of Google Sheet and Microsoft Excel. I have a proven track record of adherence to deadlines and quick turnarounds in payroll deliverables and would provide your company with a leg up in your people operations.

EXPERIENCE

ABC ASSOCIATES

PAYROLL SPECIALIST.....**May 2020 - Present**

- Streamlined payroll procedures ensuring the number of payments processed outside the normal payroll period is less than 10%.
- Improving the correspondence with the accounting team, ensuring the time to respond to payroll enquires in kept under 24 hours.
- Deploying a specialized payroll software provider, increasing the accuracy of time tracking for hourly compensation to over 90%.
- Conducting pre-payroll audits and checks leading to 70% less payroll enquiries month over month in the fourth quarter.

ACME INC.

TALENT ASSOCIATE**February 2019 – March 2020**

- In collaboration with the recruiters, reduced the average placement time to one week in Q4.
- Helped draft the recruitment training handbook, lifting the training satisfaction score to 95% in Q4.

SKILLS

Netsuite

- Formatting of payroll file upload to Netsuite.

Google Suite

- Advanced proficiency in Google Sheets for data analysis, collaboration and asynchronous communication with Google Docs.

EDUCATION

MASOMO UNIVERSITY

September 2014 – April 2018

Bachelor of Commerce