BADOR ALJASEM

SENIOR PAYROLL ADMINISTRATOR-SAP



Saudi Arabia, Dammam, 34251





SKILLS

- SuccessFactor Employee
 Central Administrator
- Maintaining Data in SF EC
- Managing activities related to HR Department
- HCM Payroll Administrator
- HCM Payroll Processing
- HCM Payroll Reconciliation
- Maintaining Payroll Issues related to the payments/deductions salaries
- Time sheet reconciliation

LANGUAGES

- Arabic
- English

Dynamic and highly qualified Senior Payroll and SF Employee Central Administrator, SAP Specialist with extensive knowledge of HCM Payroll procedures. Motivates human resources and payroll teams to strive for performance excellence. Highly trained in SAP HCM payroll professional with experience processing transactions, identifying problems & issues, performing detailed analysis and finding solutions.

WORK EXPERIENCE

Mitsubishi Power Saudi Arabia Ltd, Co.

Jan 2019 - Present Dammam Second Industrial City

SENIOR PAYROLL ADMINISTRATOR

- Maintain all Transactions related to HR administrative duties that divide into either personnel procedures or information systems.
- Applied knowledge of Saudi regulations & law to keep operations in compliance with applicable standards.
- Uploaded time records into SAP and made adjustments to create accurate database for payroll processing functions.
- Investigated payroll variances and employeeclaims to resolve discrepancies and balance financial records.
- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Prepared reports to substantiate individual transactions prior to settlement.
- Final settlement for employee via Off-cycle Payroll.
- Leave Settlement for employee via Off-cycle payroll.

- EC administrator for approving workflows & Creating Public Holidays in EC.
- Generating time reports for reconciliation between EC & SAP S4 Hana HCM.
- Provide training to new joiners for Time Off in EC.
- Closely work with SAP Functional Team for new enhancement and process design.
- Good knowledge for employee provisions and accruals.
- Manage all task assign by senior management on timely manner.
- Follow up with payroll team to complete all payroll activities on time.
- Follow up with departmental head for workflow approval for smooth payroll running.
- Arrange sessions with employees for their time data awareness to avoid deductions.

Mitsubishi Power Saudi Arabia Ltd, Co.

May 2016 - Dec 2018 Dammam Second Industrial City

PAYROLL SUPERVISOR

- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- Assisted accountant with both internal and external audits relating to processing of payroll.
- Developed and maintained internal control processes, document procedures, identification of areas to improve internal controls and implementation of policy change.
- Created and managed spreadsheets for leave calculations.
- Checked figures, postings and accounting documents for correct entry.
- Offered payroll-related subject matter expertise to management and employees to resolve payroll discrepancies.

Mitsubishi Power Saudi Arabia Ltd, Co.

Mar 2015 - Apr 2016 Dammam Second Industrial City

HR & ADMIN SPECIALIST

- Preparing or updating employment records related to hiring, transferring, promoting, vacations, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed and processed.

- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Issuing an employment contract & job offer letters.

Nabors Industries Ltd

Feb 2014 - Feb 2015 Dhahran

HR & ADMIN COORDINATOR

- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met.
- Assist supervisors in performance management procedures.
- Coordinate training sessions and seminars.
- Perform orientations, onboarding and update records with new hires.
- Produce and submit reports on general HR activity.

EDUCATION

University of Scranton

2013 USA

King Faisal University

2007 Saudi Arabia

MASTER'S DEGREE

Healthcare Administration

BACHELOR

Science of biology

COURSES

Technical and vocational training corporation

May 2022

for Health

Jan 2019 - Jun 2019

Inner Harmony Wellness Centre-USA

Jan 2013 - Dec 2013

LEGAL ASPECT OF HUMAN RESOURCES **MANAGEMENT**

Saudi Commission REGISTERED AT SAUDI COMMISSION FOR HEALTH SPECIALISTS AS: SPECIALIST- HEALTH ADMINISTRATION.

> HEALTHCARE ADMINISTRATION-ADMINISTRATIVE RESIDENCY

CERTIFICATIONS

Jul 2022 Saudi Arabia SAP CERTIFIED APPLICATION **ASSOCIATION - SAP SUCCESSFACTOR EMPLOYEE CENTRAL CORE 2022**

Sep 2022 Saudi Arabia SAP CERTIFIED APPLICATION ASSOCIATION - SAP HCM PAYROLL WITH ERP 6.0 EHP7