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SKILLS

- payroll coordination
- compliance auditing
- data entry
- process improvement
- employee communication
- reporting

EDUCATION

**BACHELOR OF ARTS IN BUSINESS
ADMINISTRATION, UNIVERSITY OF
COMMERCE, 2014**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully reduced payroll processing time by 20% through optimized workflows.
- Recognized for exceptional performance in payroll accuracy and compliance.
- Developed a comprehensive training manual for new payroll staff.

Michael Anderson

PAYROLL COORDINATOR

Results-oriented Payroll Accountant with a strong emphasis on accuracy and compliance in payroll operations. Extensive experience in managing payroll for diverse employee groups within various industries. Proficient in leveraging technology to enhance payroll processes and ensure timely and precise payments. Demonstrated ability to analyze payroll data and resolve discrepancies effectively. Committed to continuous improvement and providing exceptional customer service to employees and stakeholders.

EXPERIENCE

PAYROLL COORDINATOR

Manufacturing Solutions Ltd

2016 - Present

- Coordinated payroll processing for 1,200 employees, ensuring compliance with labor laws.
- Utilized SAP Payroll system for data entry and reporting.
- Resolved payroll-related inquiries from employees and management.
- Prepared payroll tax submissions and ensured timely payments.
- Conducted audits to identify payroll discrepancies and implement corrective actions.
- Developed training programs for staff on payroll procedures and compliance.

PAYROLL ASSISTANT

Service Industries Group

2014 - 2016

- Assisted in payroll processing for a workforce of 400 employees.
- Maintained payroll records and documentation for audits.
- Responded to employee inquiries regarding payroll and benefits.
- Supported year-end payroll processes, including W-2 preparation.
- Utilized Paylocity for payroll processing and reporting.
- Participated in process improvement initiatives to enhance payroll efficiency.