

Saleh Ahammad

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OBJECTIVE

I have one year experience on Tamimi group as Timekeeper. I hereby acknowledgement my role and responsibilities as a Timekeeper. I understand the importance of accurate timecards, the review process, timely approval and sign offs as well as the following all Saudi guideline and organizational policies. At any time, if I have a question or concern about my responsibilities,

WORK EXPERIENCE

Working as Timekeeper at Tamimi group in Red Sea Global.
Shura Island Project - Red Sea Global.
From 01/12/2024 to till now.

Worked in SQUARE Pharmaceuticals Ltd. Bangladesh.
As SMPO from 18/03/2019 to 12/10/2023

RESPONSIBILITIES

- Manage and maintain time and attendance records of employees
 - Review and verify time sheets for accuracy and completeness
 - Process payroll in a timely and precise manner
 - Monitor and update employee records, including vacation and sick time
 - Coordinate with other departments to resolve any time-related issues
 - Ensure compliance with state and saudi labor laws and regulations
 - Manage and track timekeeping related activities and updates.
 - Maintain reports on employee time, absences, and employee turnover rate.
 - Calculate monthly payroll accurately.
 - Manage time and fingerprint attendance records.
 - Monitor PTO balance for all employees.
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EDUCATIONAL QUALIFICATION

- ✚ Secondary school certificate (SSC) Examination [2009]
- ✚ Higher secondary school certificate (HSC) [2011]
- ✚ B.Sc. (Bachelor of Science)
Completed Of Bachelor of Zoology, Dhaka University, of Dhaka college [2017]

SKILLS

- ✚ Healthy Communication.
- ✚ Working under pressure.
- ✚ Excellent supervisory skills.
- ✚ Managing conflicts and problem solving

Computer skills

- ✚ Operating systems
- ✚ Office suites (Microsoft Office, G Suite)
- ✚ Presentation software (PowerPoint)
- ✚ Spreadsheets (Excel, Google Spreadsheets, etc.)
- ✚ Communication and collaboration tools (Microsoft Outlook, Skype, Google meets, etc.)

LANGUAGES

- ✚ English
- ✚ Arabic
- ✚ Japanese
- ✚ Bangla
- ✚ Urdu