



MOHAMMAD NAZIR

Lead Timekeeper/Payroll / HR Support

Profile

A highly organized and detail-oriented professional with extensive experience in timekeeping and payroll management. Committed to ensuring accuracy and compliance with all relevant regulations. Processes, ensure accurate time tracking, and resolve discrepancies Efficiently. Adept at using various payroll software and systems, with a strong commitment to maintaining confidentiality and accuracy

Employment History

Lead Timekeeper / Payroll at Salini Saudi Arabia, Riyadh

May 2024 - Present

- Address and resolve timekeeping issues and discrepancies
- Monitor employee attendance and timekeeping records
- Create and maintain employee timekeeping profiles
- Assist with payroll processing and other related activities
- Track and record employee vacation, sick, and other leave time.

Ticketing Officer at ZARA TOURS AND TRAVELS, India

Aug 2021 - Mar 2024

Lead Timekeeper / Payroll at Salini Impregilo Spa Dubai,

December 2018 - July 2019

- Monitor employee attendance and timekeeping records
- Create and maintain employee timekeeping profiles
- Assist with payroll processing and other related activities
- Track and record employee vacation, sick, and other leave time.

Lead Timekeeper/Payroll at ALYSJ-Joint Venture, Doha

April 2015 - October 2017

- Monitor employee attendance and timekeeping records
- Create and maintain employee timekeeping profiles
- Assist with payroll processing and other related activities
- Track and record employee vacation, sick, and other leave time.

Timekeeper at Emirates Technical Associates, Abu Dhabi

January 2009 - June 2014

- Monitor employee attendance and timekeeping records
- Create and maintain employee timekeeping profiles
- Assist with payroll processing and other related activities
- Track and record employee vacation, sick and other leave time.

Education / Diploma

High School, UP Board Uttar Pradesh,
DCA-Diploma in Computer application

Certificates

- Work experience - Salini Impregilo SPA Dubai
- Work experience - ALYSJ Joint Venture (Aktor SA)
- Work experience - Emirates Technical Associates

Details

✉ mnjauma@gmail.com

☎ +966-536129471, KSA

☎ +91-9519918599, India

📍 Riyadh, Saudi Arabia

Skills

- ★ Hard Working
- ★ Fast Learner
- ★ Microsoft Office
- ★ Payroll Management
- ★ Knowledge of Labor Laws
- ★ Communication Skills
- ★ Auditing Skills
- ★ Knowledge of Finance
- ★ Confidentiality
- ★ Microsoft Excel
- ★ Time Tracking Software
- ★ Administrative Operations
- ★ Data Entry Skills
- ★ Software Applications
- ★ Attention to Detail
- ★ Interpersonal Skills
- ★ Problem Solving

Languages

- ★ English
- ★ Hindi
- ★ Urdu

Passport Details

Passport Number - R5431100

Palace of Issue - Doha Qatar

Date of Issue. - 24/08/2017

Date of Expiry - 23/08/2027

Driving License

- ★ Saudi Arabia
- ★ India