

# SABIR HASSAN

**Address:** Ulaishah Near King Saud City Riyadh, KSA

**Phone:** +966549954154

**Email:** sabirhassan64@gmail.com

## SUMMARY

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Well-organized and well-crafted professional that has earned a Bachelor's degree in Computer Science along with reputable experience in handling payroll processes. Skilled in reviewing technical tasks, enforcing rules, and coming up with creative solutions to difficult situations. Understands well a variety of languages including English, Urdu, Balti, and Punjabi and possesses impressive analytical skills and communication. Deeply interested in technology and its application towards improving processes and productivity.

## WORK EXPERIENCE

5 Years

**Document Controller (BEIJING EMIRATES INTERNATIONAL CONSTRUCTION CO) 3 Years**

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

**Payroll Management, Accountell Limited, Rawalpindi, Pakistan**

2 Year

- Verified employees' working hours and recorded payroll data in the company's software system.
- Calculated overtime, salary increases, and shift payments accurately.
- Processed holiday, sick, and maternity pay, and issued essential tax forms such as P45s.
- Ensured timely payroll disbursement and compliance with company policies and procedures.
- Addressed employee inquiries and resolved complaints related to payroll processes.

## EDUCATION

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**Bachelor's in Computer Science**

**Feb 2015 - Feb 2019**

Preston University, Islamabad, Pakistan

**Higher Secondary Education (Intermediate in Computer Science)** **April 2012 - Aug 2014**

Islamabad Model College for Boys, G-6/2, Islamabad, Pakistan

**Secondary School Certificate (Matric in Science)**

**April 2010 - March 2012**

Islamabad Model College for Boys, F-7/3, Islamabad, Pakistan

## EDDITIONAL INFORMATION

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Technical Skills: Payroll Management (Brightpay UK), Microsoft Office Suite.

Interests: Video Games, Cricket, Visiting new places, Exploring innovative technologies.