

CONTACT

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OBJECTIVE

With 10 years of expertise in HR and payroll assistant, accurately and efficiently process payroll, maintain employee records, and ensure compliance with company policies and legal regulations, while also providing excellent service to employees and HR staff.

EXPERIENCE

12/2015 - 12/2020

- **Timekeeper**

Webuild (IGL)

Currently working with Webuild (IGL) RIYADH METRO PROJECT KSA SAUDI ARABIA Riyadh as Timekeeper and Document Controller since Dec 06- 2015 to till date

- AREAS OF EXPERTISE // TIME KEEPER AND STORE
- Early morning attended tool box meeting with the labors everyday .
- Preparing and sending SITE MANPOWER report to (HR Department) everyday
- Prepare time sheet through biometric system
- Preparing TAS time attendance system on dally basic.
- Prepare SIR (STORE ISSUE REQUEST) and Gate pass
- Assisted Payroll Officer in timekeeping for au project workers. ensuring accurate tracking of hours.
- . Verified attendance and hours worked. coordinating closely with payroll officers to resolve discrepancies.
- . Reviewed exempt and non-exempt employee statuses to ensure compliance with labor laws
- . Maintained a positive work environment by promoting punctuality and attendance.
- . Prepared craft checks for distribution. ensuring timely payment for project workers.
- . Collaborated with Craft steward to resolve any issues related to payroll and employee hours.

12/2020 - Present

- **Document Controller**

Webuild (IGL)

- Maintain and manage all documents for easy accessibility and retrieval.
- Ensure proper document classification, sorting, filing, and archiving (physical and digital).
- Control issuance, receipt, and tracking of project documentation.
- Coordinate with internal departments to ensure document accuracy and compliance.
- Manage document templates and ensure version control.
- Review documents for completeness, accuracy, and compliance with company policies.
- Implement and maintain document control procedures and systems.
- Prepare reports related to document status and progress.
- Ensure confidentiality and security of sensitive information.
- Support audits by providing required documentation promptly.

EDUCATION

- 2008
 - **Board of Secondary Education, Rajasthan**
10th (Secondary)
- 2010
 - **Board of Secondary Education, Rajasthan**
12th (Senior Secondary)
- 2013
 - **Maharaja Ganga Singh University, Bikaner**
BCA (Bachelor of Computer Applications)

SKILLS

- Human Resource Administration
- Confidentiality
- Payroll Systems & Accounting
- Recruiting & Hiring
- Workplace Health & Safety
- Good Communication Skills
- Time Management Skills

PROJECTS

- **Metro Downtown Station**
Riyadh Metro Line 3
Deep Underground stations :
Station E2 (Iconic Station)
Station E1
Station E3

INTERESTS

- Photography
- Learning languages
- Travelling
- Gaming

LANGUAGES

- Hindi
- English
- Arabic

ADDITIONAL INFORMATION

Computer Knowledge
Basic computer
CCC (DOEACC SOCIETY) CERTIFICATE (GOVERNMENT OF INDIA)