

# Hajer Alshehri

## PAYROLL SUPERVISOR

Seeking for a position that offers a greater challenge and provides an opportunity to help the organization to enhance productively and advance efficiently.

## Contact

### Phone

+966 55 748 8585

### Email

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### Address

Riyadh, Saudi Arabia

## Education

### Bachelor of Economics

King Saud University -School of Business Administration

January 2013

## Skills

- Hardworking and Cooperative.
- Leadership
- Problem Solving
- Microsoft Office
- Quality Management
- Planning
- Analytical skills
- HRMS System
- ORACLE System

## Language

Arabic ( Fluent)

English ( Excellent)

## Experience

### Payroll Supervisor - Security Forces Hospital Program Riyadh, KSA

February 2022 - Present

#### Job Responsibilities:

- 1.Assists the Payroll Manager in the overall supervision of the payroll staff working under his area
- 2.Audit the Monthly Gosi data
- 3.Upload the Gosi data in Gosi website
- 4.Audit the monthly Payroll Costing
- 5.Audit the Final payment Calculation
- 6.Approved the Billing in Etmad
- 7.Review and Audit Manasah Sarf Report
- 8.Review and Audit the reports of deductions due from employees of government agencies such as the Social Development Bank and the Real Estate Development Fund

### Accountant I - Security Forces Hospital Program Riyadh, KSA

December 2019 - February 2022

#### Job Responsibilities:

1. Review and Audit Payroll monthly Schedule
2. Review the Payroll Billing Reports
3. Review the Final Payment Calculation
4. Review the yearly Gosi data
5. Review the monthly Gosi Payment
6. Review the monthly Payroll Costing
7. Upload the manual JV in Oracle system
8. Transfer to General Ledger in Oracle
9. Upload the Billing in Etmad
10. Prepare Manasah Sarf Report
11. Prepare the reports of deductions due from employees of government agencies such as the Social Development Bank and the Real Estate Development Fund

### Accountant II - Security Forces Hospital Program Riyadh, KSA

September 2013 - December 2019

#### Job Responsibilities:

1. Prepare Payroll Monthly Schedule
2. Prepare the Payroll Billing Reports
3. Prepare the yearly Gosi data
4. Prepare the monthly Gosi Payment
5. Prepare the monthly Payroll Costing

### Intern - Security Forces Hospital Program Riyadh, KSA

January 2013 - September 2013

#### Job Responsibilities:

1. Worked on Advance payment, Leave Advance payment, Pepper final payment on Manual payroll system

\*Recommendations to be provided upon request

# Training Courses

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**1. Quality and Patient Safety in Health care**

Security Forces Hospital Program

**2. Stress Management skills**

Expertise Training Forum Center

**3. Persuasion and influence skills**

Expertise Training Forum Center

**4. Entrepreneurial Mindset and Crisis Management**

Dorob - Online Course

**5. Principles of Financial Accounting "Accounting Framework"**

Dorob - Online Course

**6. Principles of Financial Accounting "Accounting Cycle"**

Dorob - Online Course

**7. Principles of Financial Accounting "Adjustments Entries and Financial Statements Preparation "**

Dorob - Online Course

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