



QUEENIE VELASQUEZ BISCOCHO PAYROLL SUPERVISOR

WORK EXPERIENCE

October 2, 2020 – March 31, 2023
Saudi German Hospitals – Hail
Payroll Supervisor

- Implement and comply with unit requirements on adherence to policies, procedures and instructions within own area to promote a safe and risk-free environment.
- Contribute towards the continuous improvement of existing policies, processes and procedures by reviewing and updating, in line with good practice, update controls and procedures as part of continuous improvement.
- Adhere compliance with bylaws, rules, and regulations adopted by the Kingdom of Saudi Arabia and by SGH.
- Organize and supervise the activities and work of subordinate to ensure that all work within a specific area of the activity is carried out in an efficient manner which is consistent with operating procedures and policy.
- Provide on-the-job training and constructive feedback to the payroll specialists to support their overall development.
- Check and review payroll documents composed of cash salaries, bank salaries, payroll distribution report according to cost centers, overtime and shift reports, and allowances reports against monthly transaction files to correct errors.
- Ensure that the monthly payroll is paid on time including checking the payroll and ensuring that allowances, benefits and other payments and deductions are incorporated.
- Direct and check the proper establishment of new jobs into the ERP system including receiving notifications from employee service officers of newly established positions and accordingly verifying the details.
- Ensure that full and final payment for all employees is performed on time based on SGH policies and procedures.
- Ensure that pay slips are sent to every employee showing earnings and deductions through portal.
- Administer a variety of company loans including ticket and sponsorship deductions and follow up on until full recovery is made.
- Check the final settlement of the employees upon the end of their service and ensure that the calculations are correct and that final payment is made in accordance with employee contracts, company policy and procedures in coordination with the finance team.
- Assist the Auditors with regards to information and queries related to payroll and benefits.
- Ensure that the employment contracts and terms and conditions are prepared on the basis of the SGH's salary and benefits policies and procedures.
- Check accuracy of data and ensure all the payroll/ benefits records are updated in the ERP system.

CONTACT

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mkqueen.17@gmail.com

A: Hail, Kingdom of Saudi Arabia

EDUCATION

BS Accountancy

University of Batangas
2011 – 2013

BS Accountancy

Lyceum of the Philippines University
2009 – 2011

SKILLS

- Team work
- Microsoft Office
- Broad knowledge of payroll preparation.
- Productive and highly motivated staff.
- Result oriented.
- Attention to details.
- Able to work under pressure and do multi-tasking.



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SKILLS

- Payroll System Management
- Team work
- Microsoft Office
- Broad knowledge of payroll preparation.
- Productive and highly motivated staff.
- Result oriented.
- Attention to details.
- Able to work under pressure and do multi-tasking.

- Provide SGH employees with assistance and clarification on payroll and benefits related issues and queries.
- Provide all required documents for external banking transactions as and when requested by the employees.
- Provide solutions to meet and exceed patient's expectations.

October 2016 – October 1, 2020 Saudi German Hospitals – Hail Payroll Specialist

- Handles all work related to Payroll Management, Employee Masterfile Data, Staff Files, Final Settlements and Leave of Staffs.
- Responsible for entering employee data in the HR system.
- In-charge of the information system related to master file and payroll.
- Leave approval for all employees.
- Review master file and payroll per month.
- Submits the payroll report, comparison of salary and payroll processing as well as any other related reports to payroll.
- Prepares final settlement of the employees due to the following reasons: resignation, termination, end of contract and not coming back from vacation.
- Responsible for receiving and monitoring overtime of staffs after corresponding approvals.
- Prepares payments for monetary overtime of qualified staffs.
- Responsible for monitoring leave balance against holidays of all staff.
- Prepares the payroll for all locum and temporary staff.
- Maintain records of the locum and temporary staff.
- Perform other duties that may be assigned by the department head.

November 2013 to August 2016 Furukawa Automotive Systems P&GA – Senior Staff

- Responsible in Payroll Processing of direct hired employees and checking of agency employee's billing.
- Updating of personnel records.
- Terminal pay processing.
- Responsible for making salary adjustments.
- Processing of 13th month pay and other company bonuses.
- Income Tax/Alpha listing.
- Strict implementation of company policy.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Maintains employee information by entering and updating employment status change data.