

Shazmeen Bano

Payroll Officer

I consider myself as a personable professional whose strengths include cultural sensitivity, confidentiality, transparency and an ability to build rapport with a diverse workforce in multicultural settings.



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Suva, Fiji

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WORK EXPERIENCE

Payroll Officer Fiji Roads Authority

04/2016 - Present

Transport Infrastructure, Roads, Bridges & Jetties

Tasks

- Overall functions of Payroll & Accounts Receivables)
- Bank reconciliations (Monthly)
- Quarterly GL reconciliations
- VAT/ FBT/ SRT/ PAYE/ FNP/ FNU Levy reconciliation and compliance
- Assisting in submissions of Requisition to Incur Expenditure (RIE) to Ministry of Economy through Ministry of Infrastructure & Transport (MOIT) & maintaining acquittals for MOIT audit
- Payment processing on ANZ Transactive
- Managing petty cash float / travel float
- Salary analysis for budgeting purpose
- Reduced outstanding balances by pursuing soft and hard collection strategies.
- Assist in FAR, month and year end preparation and process
- Verifying expense reports and requests for advances – reconciliations for all cash advances
- Assisting in Tender Evaluations.
- Maintaining files (Manual filing & automated filing system)

Suva

Payroll Officer

12/2010 – 11/2015

- Collection and verification of basic payroll information in collaboration with HR.
- Managed efficient payroll processing for 300+ employees.
- Annual leave & Sick leave accruals & reconciliations
- Maintained payroll accuracy and employee satisfaction by resolving queries and discrepancies.
- Maintained updated employee payroll records.
- Validated payroll data during integration from existing system (CAMSOFT) to new payroll system PAYGLOBAL.
- Maintaining statutory compliance - FNP/ FRCS/ FNU Levy compliant
- Educated employees and managers on payroll matters and tax issues.
- Maintaining payroll operations by following policies and procedures
- Managed petty cash float

EDUCATION

Bachelors in Commerce

04/2014

University of the South Pacific

- Accounting
- Banking

SKILLS

- Payroll
- Accounts Receivable
- Knowledge of Accounting Standards
- Accounts Payable
- Bank Reconciliation
- Statutory Compliance VAT/ FBT/ PAYE/ FNP/ SRT/ ECAL
- Audit coordination - Internal & External
- Cash flow management
- Task prioritization
- Written communication
- Business forecasting/Budget planning
- Community networking
- Analytical thinking
- Financial reporting
- GL Reconciliations
- Team Player
- Digital payments through Transactive platform
- Advanced user of MS Office, Excel, PAY GLOBAL, Microsoft Dynamics Navision

Silver Beach Properties Ltd T/A The Naviti Resort

Credit Controller

11/2015 - 04/2016

Hotel Industry

Sigatoka

Tasks

- Conducting credit checks on new customers
- Resolving short payment disputes on invoices
- Month end/ Year end journals & reconciliations
- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention
- Daily Revenue report for Executive Management

Accomplishments

- Currently enrolled in CPA program
- Attended CPA Advance excel training- enabled to enhance understanding & proficiency in using excel through various shortcuts & formulas
- Attended Confidence building for Women training organized by Women in Business
- CPA Congress 2018 "Connecting the Biggest Minds".

INTERESTS

- Travelling
- Water Sports
- Cooking & Baking
- Reading
- Gardening
- Movies
- Social Media

REFERENCES

Mr Keshaw Ram Sharma
Financial Management Accountant
Fiji Roads Authority
Phone: 310 0044 / 9205 251
Email: Keshaw.Sharma@fijiroads.org

Mr Sonal Goundar
Chief Financial Officer
Fiji Roads Authority
Phone: 310 0044/ 940 3877
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Mrs Razia Zabeen Nisha
Taxation, Audit and Compliance Manager- Pacific
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Mr Avishay Raj
Deputy Director Finance
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