

AFUA ZURHEIDE

Payroll Specialist

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(737) 441-2297

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Louisiana 70118



PROFILE

As a payroll specialist, I have over three years of experience processing and managing employee pay. My skills include data entry, reconciliation, auditing, and problem solving. I am efficient in Microsoft Office applications including Excel and Word. In my previous role, I was responsible for the accurate and timely processing of semi-monthly payroll for 300+ employees using ADP Workforce Now. This included verification of time worked against approved schedules, calculation of Overtime hours based on client specific rules, review & approval of voluntary deductions such as 401k contributions & Garnishments, calculation & payment of taxes to local municipality agencies among other statutory deductions

LINKS

[linkedin.com/in/afuazurheide](https://www.linkedin.com/in/afuazurheide)

SKILLS

Payroll processing

Tax compliance

Benefits administration

Employee onboarding

Time and attendance tracking

Recordkeeping and reporting

Data analysis

EMPLOYMENT HISTORY

Payroll Specialist at ADP, IA

Mar 2022 - Present

- Reduced payroll processing time by 10%.
- Implemented a new system that resulted in \$5,000 in savings per year.
- Trained 2 new employees on the payroll process.
- Handled all aspects of payroll for 100+ employees each week.
- Resolved 50+ employee inquiries regarding pay and benefits.

Payroll Specialist II at Paychex, IA

Jul 2019 - Jan 2022

- Reduced payroll processing time by 10% through process improvement initiatives.
- Cut costs associated with payroll processes by \$5,000 per year.
- Ensured compliance with all federal and state regulations related to payroll.
- Managed a team of 3 junior payroll specialists.
- Processed semi-monthly payroll for 1,500 employees.

EDUCATION

High School Diploma at Iowa City High School, Iowa City, IA

Sep 2014 - May 2019

I've learned how to read, write, and do math.

CERTIFICATES

Certified Payroll Specialist (CPS)

Oct 2020

Certified Government Financial Manager (CGFM)

Oct 2018

MEMBERSHIPS

American Payroll Association

National Association of Certified Public Bookkeepers