**Haseeb Kawaja**

House no.21, St # 11, Sector G4/4, Islamabad

Phone:  92 321 0000000

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**Objective**

To work as a Confidential Payroll Manager for a large international airline

**Professional Experience**

**2004 – Present:  Confidential Payroll Manager, Star Marketing, Karachi**

* Process pay of management or executive staff with utmost confidentiality
* Process pay of newly appointed executive staff, ensuring correct compensation details.
* Open bank account for new executive as depository payroll account
* Ensure correct pay deductions, emoluments, commissions, gratuities and tax liabilities to ensure accuracy of confidential executive  payroll details

## Skills

* Excellent computer literacy and knowledge in using accounting software
* Excellent interpersonal and communication skills to interact with corporate executives at all levels
* Proven ability to keep records in the strictest confidence

**Achievements**

Received Employee of the Year award in 2005, 2006 for perfect attendance

**Education**

2001 – 2003: MBA, University of Punjab

1996 – 2000: BS in Accounting, Aston Karachi University.

**References**

To be furnished upon request