Aneesha Mohamed

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Objective: To obtain a position with substantial challenges and opportunities.

Education:

New York City College of Technology Major: Human Services

August 2013-Present

Borough of Manhattan Community College Associate Degree in Science

August 2011-June 2013

South Gwinnett High School High School College Prep Diploma

Loganville, GA

Job Experience:

Physician Affiliate Group of New York-Coney Island Hospital

October 2012-Present

Payroll Assistant

* Responsible for processing bi-weekly payroll via ADP for 500+ doctors and physician assistants
* Ensured all necessary deductions and reimbursements are processed accurately
* Worked diligently with coordinators’ and chair members in order to ensure all employees are paid accurately and in a timely manner
* Available to assist employees on a daily basis
* Cooperated with the human resources department in order to maintain employee files and carry out any requests made by employees
* Created ADP reports when requested by Chair Members and the Chief Operating Officer

Century 21 Department Stores

June 2010 - May 2011

Human Resources Assistant

* Conducted orientation classes for new team members and ensured that all necessary paperwork was filled out accurately.
* Responsible for making appointments for potential candidates and screening them for the interview process
* Ensured that all files and documents were stored in an organized manner
* Responsible for assisting managers and team members with any discrepancies
* Assisted the human resources managers on a daily basis and completed various tasks in a timely manner
* Assisted the time keeping manager on a daily basis; Responsible for distributing reports to managers daily to ensure that every team member gets paid correctly
* Responsible for assisting team members who had any payroll discrepancies
* Gained experience with the payroll systems Lawson and Kronos

References: Furnished upon request