**Dilfuza Tursunova**

**phone: 646-509-1999 ● email:** **tursunova.dilfyuza@gmail.com**

**BRIEF BIO**

Great organizational skills and ability to multi-task and prioritize assignments. Analytical, organized, detail-oriented, a team player who seeks and quick to learn new things, works hard and pushes to deliver quality work.

**Work Experience/Background**

**December 2019 - September 2021**

**Payroll specialist**

**AJ Transportation and Shipping (Richmond, VA)**

* Processed monthly, bi-weekly, and weekly payroll for the company drivers using ADP (Automatic Data Processing) software.
* Prepared and generated various reports for company expenses.
* Maintained weekly reports regarding unit maintenance and submitted to the management.
* Sent communications and notifications regarding payroll deadlines. Coordinated with unit managers on approval of late submitted timesheets and bill of landings.
* Maintained accurate employee records in ADP payroll database i.e., new hires, salary changes, bonuses, terminations.
* Coordinated, developed, and maintained written documentation regarding payroll procedures and processes necessary for reference and training materials.
* Provided support with preparing payroll tax returns
* Provides timely response to inquiries from HR, managers, employees, and other third-party agencies utilizing knowledge and interpretation of company policies and procedures.
* Performed other assigned duties.

**January 2015 - September 2019**

**Human Resource Manager**

**TAS, Special equipment Sales and Service Company (Tashkent, Uzbekistan)**

* Planning, organizing, and controlling the activities and actions of the HR department;
* Creating and revising job descriptions;
* Conducting annual salary surveys;
* Developing, analyzing, and updating the company’s salary budget;
* Developing, revising, and recommending personnel policies and procedures;
* Performing benefits administration;
* Overseeing recruitment efforts for all personnel, including writing and placing job ads;
* Conducting new employee orientations and employee relations counseling;
* Overseeing exit interviews;
* Participating in administrative staff meetings;

**October 2012 – December 2014**

**Senior Specialist of Compensation and Benefits, Human Resource Department**

**UNITEL LLC (Tashkent, Uzbekistan)**

* Participation in the salary reviews, preparation of data for surveys, analysis of surveys, lead-up and formation of the pay scale based on reviews;
* Provide job evaluation in the organizational structure in accordance with the approved principle of formation of the organizational structure;
* Participation in the budgeting process of expenses of the HR & OD, as well as control over the proper use of the budget;
* Planning and administrating the budget for payroll, compensation and benefits, administrative costs of the Human Resources and Organizational Development;
* Preparation of resource plans in numbers of CBR (Center for Budget Responsibility) and their enforcement;
* Interaction with the heads of departments/branches and line managers on the formation and approval of the resource plan;
* Preparation of the data to improve the salaries of staff in accordance with company policy and the approved budget.

**July 2010 - October 2012**

**Specialist of Compensation and Benefits, Human Resource Department**

**UNITEL LLC, Uzbekistan (Tashkent, Uzbekistan)**

* Create a consistent compensation guideline that matches company work and organizational culture
* Design a compensation package based on business goals and strategy of the company
* Conduct periodic audits, prepare, and present reports
* Consulting employees on individual salaries, benefits, and compensation.
* Maintenance contracts for insurance, the definition of the insurance, registration, and issuance of insurance policies.
* Database support of staff’s cellular communication.
* Control and clearance of personnel orders.
* Inform employees about benefit programs.
* Preparation of weekly and monthly reporting to management.

**EDUCATION:**

Bachelor's degree in International Business,

Tashkent State Economic University, Tashkent, Uzbekistan