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RESUME WORLD INC.

1200 Markham Road, Suite 108, Toronto, Ontario M1H 3C3
Tel: (416) 438-3606 / E-mail: info@resumeworld.ca

CAREER PROFILE

A Human Resources & Payroll Manager with over 15 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in **Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning**. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment, communicate effectively at all levels, manage competing priorities, and adapt readily to new challenges.

PROFESSIONAL EXPERIENCE

CONSUMER PRODUCTS, Brampton, Ontario Mar 2006 – Present

Human Resources & Payroll Manager

Function as a HR Generalist, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the AGM/Controller.

- Manage and process bi-weekly payroll for 200 salaried/hourly employees using Ceridian Insync.
- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity.
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management.
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company.
- Develop job profiles and source candidates from major job boards, select, interview and hire 76 employees in collaboration with department managers.
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover.

Accomplishments

- Established and maintained proper structures and processes to track time and attendance, vacations, STD/LTD and other activities resulting in efficiency gains of 33%.
- Implemented Payroll and HR policies resulting in annual cost savings of \$237,000.
- Improved 'employer branding' by working with the IT department to design, develop and launch the company's first career site.

AMPOAH CONTRACTING CO., LTD., Hamilton, Ontario

2000 – 2005

Manager of Administration & Accounting

Directed and efficiently managed the Human Resources, Accounting and Administration functions for the Manufacturing and Distribution divisions of the company, reported to the Vice-President.

- Provided Human Resources services and support to managers and division heads, assisting them to achieve divisional goals and objectives through strategic people management.
- Administered payroll for 1,710 employees, including Benefits Package and RRSP Plans.
- Established an open channel of communication enabling employees quick and easy access to information such as Benefits, Training and Development and opportunities for career advancement.
- Assessed current and future skills requirements and developed and implemented a competency-based performance management system linking pay to KPI metrics.
- Created a training program to develop employees to meet both core and job competency gaps.
- Negotiated grievances and liaised with Workers Safety Insurance Board for claims processing and coordinating return to work program.

Continues...

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Item	Quantity	Unit Price	Amount	Amount	Amount
Item 1	1	100.00	100.00	100.00	100.00
Item 2	2	200.00	400.00	400.00	400.00
Item 3	3	300.00	900.00	900.00	900.00
Item 4	4	400.00	1,600.00	1,600.00	1,600.00
Item 5	5	500.00	2,500.00	2,500.00	2,500.00
Item 6	6	600.00	3,600.00	3,600.00	3,600.00
Item 7	7	700.00	4,900.00	4,900.00	4,900.00
Item 8	8	800.00	6,400.00	6,400.00	6,400.00
Item 9	9	900.00	8,100.00	8,100.00	8,100.00
Item 10	10	1,000.00	10,000.00	10,000.00	10,000.00
Item 11	11	1,100.00	12,100.00	12,100.00	12,100.00
Item 12	12	1,200.00	14,400.00	14,400.00	14,400.00
Item 13	13	1,300.00	16,900.00	16,900.00	16,900.00
Item 14	14	1,400.00	19,600.00	19,600.00	19,600.00
Item 15	15	1,500.00	22,500.00	22,500.00	22,500.00
Item 16	16	1,600.00	25,600.00	25,600.00	25,600.00
Item 17	17	1,700.00	28,900.00	28,900.00	28,900.00
Item 18	18	1,800.00	32,400.00	32,400.00	32,400.00
Item 19	19	1,900.00	36,100.00	36,100.00	36,100.00
Item 20	20	2,000.00	40,000.00	40,000.00	40,000.00
Item 21	21	2,100.00	44,100.00	44,100.00	44,100.00
Item 22	22	2,200.00	48,400.00	48,400.00	48,400.00
Item 23	23	2,300.00	52,900.00	52,900.00	52,900.00
Item 24	24	2,400.00	57,600.00	57,600.00	57,600.00
Item 25	25	2,500.00	62,500.00	62,500.00	62,500.00
Item 26	26	2,600.00	67,600.00	67,600.00	67,600.00
Item 27	27	2,700.00	72,900.00	72,900.00	72,900.00
Item 28	28	2,800.00	78,400.00	78,400.00	78,400.00
Item 29	29	2,900.00	84,100.00	84,100.00	84,100.00
Item 30	30	3,000.00	90,000.00	90,000.00	90,000.00
Item 31	31	3,100.00	96,100.00	96,100.00	96,100.00
Item 32	32	3,200.00	102,400.00	102,400.00	102,400.00
Item 33	33	3,300.00	108,900.00	108,900.00	108,900.00
Item 34	34	3,400.00	115,600.00	115,600.00	115,600.00
Item 35	35	3,500.00	122,500.00	122,500.00	122,500.00
Item 36	36	3,600.00	129,600.00	129,600.00	129,600.00
Item 37	37	3,700.00	136,900.00	136,900.00	136,900.00
Item 38	38	3,800.00	144,400.00	144,400.00	144,400.00
Item 39	39	3,900.00	152,100.00	152,100.00	152,100.00
Item 40	40	4,000.00	160,000.00	160,000.00	160,000.00
Item 41	41	4,100.00	168,100.00	168,100.00	168,100.00
Item 42	42	4,200.00	176,400.00	176,400.00	176,400.00
Item 43	43	4,300.00	184,900.00	184,900.00	184,900.00
Item 44	44	4,400.00	193,600.00	193,600.00	193,600.00
Item 45	45	4,500.00	202,500.00	202,500.00	202,500.00
Item 46	46	4,600.00	211,600.00	211,600.00	211,600.00
Item 47	47	4,700.00	220,900.00	220,900.00	220,900.00
Item 48	48	4,800.00	230,400.00	230,400.00	230,400.00
Item 49	49	4,900.00	240,100.00	240,100.00	240,100.00
Item 50	50	5,000.00	250,000.00	250,000.00	250,000.00
Item 51	51	5,100.00	260,100.00	260,100.00	260,100.00
Item 52	52	5,200.00	270,400.00	270,400.00	270,400.00
Item 53	53	5,300.00	280,900.00	280,900.00	280,900.00
Item 54	54	5,400.00	291,600.00	291,600.00	291,600.00
Item 55	55	5,500.00	302,500.00	302,500.00	302,500.00
Item 56	56	5,600.00	313,600.00	313,600.00	313,600.00
Item 57	57	5,700.00	324,900.00	324,900.00	324,900.00
Item 58	58	5,800.00	336,400.00	336,400.00	336,400.00
Item 59	59	5,900.00	348,100.00	348,100.00	348,100.00
Item 60	60	6,000.00	360,000.00	360,000.00	360,000.00
Item 61	61	6,100.00	372,100.00	372,100.00	372,100.00
Item 62	62	6,200.00	384,400.00	384,400.00	384,400.00
Item 63	63	6,300.00	396,900.00	396,900.00	396,900.00
Item 64	64	6,400.00	409,600.00	409,600.00	409,600.00
Item 65	65	6,500.00	422,500.00	422,500.00	422,500.00
Item 66	66	6,600.00	435,600.00	435,600.00	435,600.00
Item 67	67	6,700.00	448,900.00	448,900.00	448,900.00
Item 68	68	6,800.00	462,400.00	462,400.00	462,400.00
Item 69	69	6,900.00	476,100.00	476,100.00	476,100.00
Item 70	70	7,000.00	490,000.00	490,000.00	490,000.00
Item 71	71	7,100.00	504,100.00	504,100.00	504,100.00
Item 72	72	7,200.00	518,400.00	518,400.00	518,400.00
Item 73	73	7,300.00	532,900.00	532,900.00	532,900.00
Item 74	74	7,400.00	547,600.00	547,600.00	547,600.00
Item 75	75	7,500.00	562,500.00	562,500.00	562,500.00
Item 76	76	7,600.00	577,600.00	577,600.00	577,600.00
Item 77	77	7,700.00	592,900.00	592,900.00	592,900.00
Item 78	78	7,800.00	608,400.00	608,400.00	608,400.00
Item 79	79	7,900.00	624,100.00	624,100.00	624,100.00
Item 80	80	8,000.00	640,000.00	640,000.00	640,000.00
Item 81	81	8,100.00	656,100.00	656,100.00	656,100.00
Item 82	82	8,200.00	672,400.00	672,400.00	672,400.00
Item 83	83	8,300.00	688,900.00	688,900.00	688,900.00
Item 84	84	8,400.00	705,600.00	705,600.00	705,600.00
Item 85	85	8,500.00	722,500.00	722,500.00	722,500.00
Item 86	86	8,600.00	739,600.00	739,600.00	739,600.00
Item 87	87	8,700.00	756,900.00	756,900.00	756,900.00
Item 88	88	8,800.00	774,400.00	774,400.00	774,400.00
Item 89	89	8,900.00	792,100.00	792,100.00	792,100.00
Item 90	90	9,000.00	810,000.00	810,000.00	810,000.00
Item 91	91	9,100.00	828,100.00	828,100.00	828,100.00
Item 92	92	9,200.00	846,400.00	846,400.00	846,400.00
Item 93	93	9,300.00	864,900.00	864,900.00	864,900.00
Item 94	94	9,400.00	883,600.00	883,600.00	883,600.00
Item 95	95	9,500.00	902,500.00	902,500.00	902,500.00
Item 96	96	9,600.00	921,600.00	921,600.00	921,600.00
Item 97	97	9,700.00	940,900.00	940,900.00	940,900.00
Item 98	98	9,800.00	960,400.00	960,400.00	960,400.00
Item 99	99	9,900.00	980,100.00	980,100.00	980,100.00
Item 100	100	10,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Item 101	101	10,100.00	1,020,100.00	1,020,100.00	1,020,100.00
Item 102	102	10,200.00	1,040,400.00	1,040,400.00	1,040,400.00
Item 103	103	10,300.00	1,060,900.00	1,060,900.00	1,060,900.00
Item 104	104	10,400.00	1,081,600.00	1,081,600.00	1,081,600.00
Item 105	105	10,500.00	1,102,500.00	1,102,500.00	1,102,500.00
Item 106	106	10,600.00	1,123,600.00	1,123,600.00	1,123,600.00
Item 107	107	10,700.00	1,144,900.00	1,144,900.00	1,144,900.00
Item 108	108	10,800.00	1,166,400.00	1,166,400.00	1,166,400.00
Item 109	109	10,900.00	1,188,100.00	1,188,100.00	1,188,100.00
Item 110	110	11,000.00	1,210,000.00	1,210,000.00	1,210,000.00
Item 111	111	11,100.00	1,232,100.00	1,232,100.00	1,232,100.00
Item 112	112	11,200.00	1,254,400.00	1,254,400.00	1,254,400.00
Item 113	113	11,300.00	1,276,900.00	1,276,900.00	1,276,900.00
Item 114	114	11,400.00	1,299,600.00	1,299,600.00	1,299,600.00
Item 115	115	11,500.00	1,322,500.00	1,322,500.00	1,322,500.00
Item 116	116	11,600.00	1,345,600.00	1,345,600.00	1,345,600.00
Item 117	117	11,700.00	1,368,900.00	1,368,900.00	1,368,900.00
Item 118	118	11,800.00	1,392,400.00	1,392,400.00	1,392,400.00
Item 119	119	11,900.00	1,416,100.00	1,416,100.00	1,416,100.00
Item 120	120	12,000.00	1,440,000.00	1,440,000.00	1,440,000.00
Item 121	121	12,100.00	1,464,100.00	1,464,100.00	1,464,100.00
Item 122	122	12,200.00	1,488,400.00	1,488,400.00	1,488,400.00
Item 123	123	12,300.00	1,512,900.00	1,512,900.00	1,512,900.00
Item 124	124	12,400.00	1,537,600.00	1,537,600.00	1,537,600.00
Item 125	125	12,500.00	1,562,500.00	1,562,500.00	1,562,500.00
Item 126	126	12,600.00	1,587,600.00	1,587,600.00	1,587,600.00
Item 127	127	12,700.00	1,612,900.00	1,612,900.00	1,612,900.00
Item 128	128	12,800.00	1,638,400.00	1,638,400.00	1,638,400.00
Item 129	129	12,900.00	1,664,100.00	1,664,100.00	1,664,100.00
Item 130	130	13,000.00	1,690,000.00	1,690,000.00	1,690,000.00
Item 131	131	13,100.00	1,716,100.00	1,716,100.00	1,716,100.00
Item 132	132	13,200.00	1,742,400.00	1,742,400.00	1,742,400.00
Item 133	133	13,300.00	1,768,900.00	1,768,900.00	1,768,900.00
Item 134	134	13,400.00	1,795,600.00	1,795,600.00	1,795,600.00
Item 135	135	13,500.00	1,822,500.00	1,822,500.00	1,822,500.00
Item 136	136	13,600.00	1,849,60		

Order Form

From:		Customer No.:
		Terms:
Ship To:		Salesperson:
		Ship Week Of:

Order No:	Delivery Via :	Routing :
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[illegible]

Note / Comments:	Date:	Approver's Signature:
	Purchaser:	
	Title:	

	Particulars	Amount (\$)
A	Direct Material	12,00,000
B	Direct Labour	2,50,000
C	Direct Expenses	3,50,000
D	Indirect Expenses	4,50,000
E	Total Expenditure till Date	22,50,000
F	Estimated Further Expenses	2,50,000
G	Total Estimated Costs till Date (E+F)	25,00,000
H	Degree of Completion Achieved (E/G)	90%
I	Contract Price	32,50,000
J	Revenue to be Recognised (H*I)	29,25,000
K	Cash Received till Date	21,25,000
L	Progress Billing to be made (I-K)	8,00,000
M	Notional Profit (J-G)	4,25,000
N	Estimated Profit till Date (I-G)	7,50,000

What is contract costing in accounting. Contract costing format pdf. Contract account format in costing. Contract costing examples. Contract costing balance sheet format. What is contract costing and its features. What is meant by contract costing. What is a contract costing.

The expenses will be distributed to the contracts in some way equitable. (ii) The contract usually has more than a year (long permit) for its end. Element # 4. A separate account for each contract opens in the contractor's books and each contract taken to the contractor receives a separate identity number as contract. Comparison of real cost with estimated cost. The principles of labor cost are applicable to the cost of the contract and adopt the same basic principles of cost determination. The costs are determined and analyzed with respect to the contract accepted for execution. The cost of the contract is the specific cost of the specific order cost under which each contract is treated as a separate cost unit and the costs accumulate and determine separately for that contract. II But the greatest drawback of this system is that the contractor has no incentive to control costs. In other words, the amount of notional gain can be taken next to the account of the contract account and the amount that is transferred to the Profit account and pages can be shown on the side of the day. The contract for the Delhi subway is a recent example. Certified work: In the case of a great contract that takes several years to complete that huge costs involved, a provision is made for the payment of the contract price in installments from time to time, depending on the progress of the work done. Materials. II. XVIII) A percentage of the value of the work carried out is deducted from the payment of progress as "withholding money." The cost of the contract is generally applied by contractors who carry out construction work and engineering work such as roads, dams, buildings, channels, railway lines, bridges, system of system of a city or city, hospitals, schools or schools, buildings or private buildings, boat buildings, etc. . General expenses related to the office or central store are distributed distributed The various contracts on a suitable basis, such as salaries, or material or period, etc. At the end of the contract, the contract account is credited with the cost of unused materials, and if they were transferred directly to another contract, the new account of the contract is debited. Preparation of the Contract Account (format) All expenses incurred on the contract are charged to the contract account. This type of contract is made when it is impossible to calculate the price or the future cost with a reasonable precision due to the lack of past records à €

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