

JUNIOR PAYROLL ADMINISTRATOR

Fatima Hassan



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Business administration graduate from the University of Huddersfield with practical payroll experience gained during a **6-month work placement** at a regional employer. Processed monthly payroll for **180 employees** using Sage Payroll and handled HMRC submissions including RTI and P11Ds. Accurate, organised, and comfortable with deadlines.

EXPERIENCE

Jan 2024 – Jun 2024

Payroll Assistant (Placement), Morrisons Supermarkets, Bradford

Joined the central payroll team at Morrisons' Bradford head office during a university placement.

- Processed monthly payroll for **180 employees** across 3 regional distribution centres
- Handled **RTI submissions** to HMRC and resolved **12 discrepancies** in tax codes during the placement
- Managed starter and leaver paperwork for an average of **15 employees per month**
- Produced **P11D returns** for 45 employees with company car and fuel benefits

Oct 2022 – Dec 2023

Administrative Assistant (Part-time), Bradford Council, Bradford

Part-time office role in the housing department alongside university studies.

- Managed incoming post and emails, processing an average of **50 enquiries per day**
- Maintained tenant records on the council database for **2,400 properties**
- Prepared **weekly reports** on housing repairs for the team manager

EDUCATION

Sep 2022 – Jul 2025

BA (Hons) Business Administration in Business Administration, University of Huddersfield, Huddersfield
2:1 (62%). Modules included Human Resource Management, Business Law, and Management Information Systems.

SKILLS

Sage Payroll • RTI Submissions • PAYE Administration • P11D Returns • Microsoft Excel • HMRC Compliance • Data Entry
• Record Keeping

CERTIFICATIONS

Sep 2025

CIPP Payroll Technician Certificate (In Progress), Chartered Institute of Payroll Professionals

LANGUAGES

English - Native • Urdu - Conversational

EXTRA CURRICULAR ACTIVITY

Sep 2022 – Jun 2025

Huddersfield University Women's Football

Club secretary for **2 years**, managing fixture scheduling for **22 matches per season** and coordinating travel for **18 players**.