|  |
| --- |
| Manu  |

 Manu.233539@2freemail.com

|  |
| --- |
| **CAREER OBJECTIVE** |

I look forward to be part of a reputed, competitive organization where I can exploit the opportunity to demonstrate my skills and abilities and advance my career. I am a quick learner and an explorer of opportunities. I want to take my experience to the next level and be pivotal to the growth of the team and the organization.

|  |
| --- |
| **WORK EXPERIENCE** |

**NGA HR PRIVATE LIMITED, INFOPARK COCHIN**

A UK based multinational BPO, which provides HR finance and accounts services to different companies

**Duration: 2 Year 9 months**

**Designation: Payroll Administrator (Finance & Accounts)**

 **Major Clients handled are:**

* Etihad airways
* Accrol papers Ltd
* Cascade
* ATTFIELDS FARM SHOP LTD
* FASTOCHE ONE LIMITED etc.

***Duties & Responsibilities:***

* Preparation of accrual entries for gratuity, vacation, pension and overtime
* Entry and follow-up of employees deductions, loans, additions, commissions, unpaid leaves
* Check if all new joiners have been entered in the system
* Check coherence of staff allocation in the payroll versus budgets, division feedback, etc.
* Check accuracy of information in final payroll report
* Process and issue employee monthly pay slips, and ensure their distribution to the employees
* Prepare monthly salary entries and provision in accordance with accounting standards and principles and each BUs requirements
* Accounting knowledge on payroll related costs and balances
* Responsible for auditing the payroll and make sure that input we have processed is correct and the pay slip we are generating is accurate.
* Responsible for raising queries regarding payroll to clients.
* In the case of emergency, authorized to call UK (On shore office) and ask the uncertainties on payroll.
* Authorized to assign the IMS call to respective person and send mail as well.
* Follow Process Instruction (PI) for the superior quality of output. And make sure that others also following the same, if not make them understand about the seriousness of work.
* Need to understand the seriousness of internal errors happened to the respective person.
* Get clarified on the doubtful matters with seniors or team leader and make sure that processing going smoothly and accurately.
* Responsible for keeping the client related matters highly confidential.
* Authorized to give training to the new joiners.
* Assist team leader in preparing monthly reports.
* Expert in using the **IBM** **AS 400** Software

|  |
| --- |
| **KEY ACHIEVEMENTS** |

* Positive feedback on every training session.
* Exceeded expectation by processing highest volume every week.
* Received Appreciation from the employees regards to quick clarification and resolving issues with submitting Application and Reimbursements.
* Have successfully mentored and trained various Team Members on different aspects of the process thereby helping to improve the overall quality of the process.
* Won NGA monthly power award for “SPEED”

**ED**

|  |
| --- |
| **EDUCATION** |

**UCATION**

**EY ACHIEVEMENTS**

**Master's Degree in Business Administration - Finance**

(Bharathiyar University 2012 – 2014)

**Bachelor’s Degree in Commerce.**

(ST. Aloysius College Mangalore University 2008-2011)

|  |  |
| --- | --- |
|

|  |
| --- |
| SKILLS |

 |

* Successfully transitioned company from use of paper time-sheets to an automated payroll system within Timeframe.
* Extensive knowledge in the areas of accounts receivable, accounts payable, human resources and payroll administration.
* Transitioned bookkeeping function from external to in-house to increase efficiency and lower cost.
* Worked with human resources to develop streamlined way to track paid time off.
* Simplified payroll processing procedure to increase department productivity by 90%.
* Exceeded expectation by processing highest volume every week.
* Received Appreciation from the employees regards to quick clarification and resolving issues with submitting Application and Reimbursements.
* Have successfully mentored and trained various Team Members on different aspects of the process thereby helping to improve the overall quality of the process.
* Innovative, dynamic, detail-oriented and a good team player.
* Computer Operating Systems: XP, Vista and Windows7 & 8
* Microsoft Word, Power Point and Excel.Devise new methods and ideas, which will make a consistent and efficient organization

|  |
| --- |
| **PERSONAL DETAILS** |

|  |  |
| --- | --- |
| Nationality | Indian |
| Age & Date of Birth  | 30 May 1989 |
| Marital Status | Single |
| Sex | Male |
| Languages Known | English, Hindi, Malayalam, Kannada.  |
|  |  |
|  |  |

|  |
| --- |
| **DECLARATION** |

I hereby declare that all the statements made in the profile are true to the best of my knowledge and belief.

**KEY ACHIEVEMENTS**

**DECLARATION**