**DAYANAND**

**DAYANAND.290867@2freemail.com**

**OBJECTIVES:**

To work with a progressive company as a payroll administrator & HR support staff wherein four years of experience in the Payroll processing field can be utilized for the enhancement of the company’s payroll protocols.

Having a very flexible and helpful attitude towards work, keen to find a challenging position

with multiple responsibilities of Payroll & HR executive.

**PROFFESIONAL EXPERIENCE**

**Employer**: **PVT LTD , INDIA** .

Designation: Payroll Associate from March 2012 to August 2015

**Nature of work:**

* Arranging the payment of staff salaries through the computerised payroll system.
* Administering SSP SMP SPP schemes.
* Calculating and recording sickness payments and processing time sheets.
* Processing all tax documentation, P45, P46 etc.
* Ensuring all permanent & temporary staff are paid on time.
* Completion and submission of payroll on monthly basis
* Attach new employees to the computerised pay system.
* Processing expenses and overtime claims.
* Providing advice to staff and managers about taxation and National Insurance.
* Assisting in the administration of the company pension scheme.
* Undertaking calculations relating to payroll queries,overpayment,maternity & BACS recalls

**Other Responsibilities**

* Responsible for processing and meeting targets given for The Same.
* Responsible for Second Level Verification Of Data If Required.
* Providing Feedback On Quality Issues Found During Audits.
* Responsible for timely escalation of production related issues
* Responsible for maintaining accuracy.
* Prioritizes, allocates and actions daily tasks to be accomplished to meet SLA.
* To build and nurture constructive relationships with the onshore team and internal colleagues from other business areas and to contribute to team efforts, team meetings etc.
* Ensures that team members get data required, in right format and in time to complete payrolls to agreed deadlines.
* Calculates, prepares and transmits manual payments and third party disbursements.

**Employer**: **ING VYSYA**

Customer Support Executive ( November 2010 to December 2011)

* Booking appointments for the Business Development Managers by making out bound calls for the various Insurance products.
* Selling range of insurance products or new and existing customers.
* Responding/resolving complaints and enquiries of customers.
* Maximizing every sales enquiry.
* Providing alternative choices/Upselling to existing customers.

**KEY COMPETENCIES AND SKILLS**

* Experience working in sales & back office environment.
* Adaptive to change and ability to multi-task.
* Able to work as part of a team and in a busy, target oriented environment.
* Enjoy working to KPI's and departmental targets.

**EDUCATIONAL QUALIFICATION**

* Bachelor of INFORMATION TECHNOLOGY from Bharathiar University in 2010.
* Higher Secondary – Central Board of Secondary exam

**SOFTWARE/COMPUTER PROFICIENCY**

* **PACKAGES** :MS Office(Excel, Word & PowerPoint) , Outlook & UNIPAY
* **DATABASE** : Oracle,SQL

**AWARDS/ACHIEVEMENTS**

* Awarded Star performer from NGA human resources.
* Attended national level seminar on Centralized Computing.
* Attended workshop on Object Analysis and Design.
* CISCO Certified Network Association (CCNA) course completed.

**PERSONAL DETAILS**

* Date of Birth : 09-05-1988
* Sex : Male
* Nationality : Indian
* Marital Status : Single
* Languages Known : English, Malayalam, Tamil, & Hindi

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.