**Curriculum Vitae**

SHAHZAD

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**Objective:**

To obtain a position in an esteemed company where I can utilize and enhance my personnel skills in a specialized environment, which involves professional challenge, renewal and integrity in carrying out responsibilities and contribute to the growth of the organization as well as my career.

**Summary:**

* 5 plus years of experience in the field of Global Payroll.
* Have 18 months of experience in the field of Payroll (SAP ADP GV) and Statutory for Singapore.
* Have 3 plus years of experience in the field of Payroll and Statutory for USA & Canada.
* Strong analytical and problem solving skills.
* Excellent ability to understand and analyze requirements of the management.
* Successful implementation of payroll from SAP to Workday.
* Complete understanding of Kronos time management tool in terms of payroll and related queries.
* In Depth, Statutory and payroll knowledge.
* Experience in processing payroll for

1. Singapore ( SAP ADP GV ) – ADP
2. USA ( Oracle – PeopleSoft - ERP ) - EXL
3. USA & Canada ( Workday - HCM ) – Iron Mountain.

**Work Profile:**

* Working as Payroll Associate for US and Canada in Iron Mountain Services India PVT. LTD. Since May 18th 2015 – Till date.
* Worked as Senior Payroll Associate in EXL services India PVT. LTD. from May 2013 – May 2015.
* Worked as Payroll Administrator for Singapore in ADP India PVT. LTD. from December 2011 - May 2013.

**Academic Credentials**

2011 75% Bachelor of Commerce Osmania University – A.P

2008 90% Intermediate Board of Intermediate Education A.P

2006 75% Secondary School Certificate Board of Secondary Education A.P

**Software Skills:**

* SAP Payroll ECC 6.0,
* People Soft HCM 8.0,
* Workday Payroll,
* MS. Office.
* Kronos Time Management tool.

**Professional Experience:**

1. **Organization**: ADP India PVT Ltd, Hyderabad – India.

**Designation:** PayrollAssociate.

**Duration**: Dec 2011 -May 2013.

**Reporting to**: Operations Manager

**About the Company:**

[Automatic Data Processing](http://www.adp.com/), Inc. (NASDAQ: ADP), with about $10 billion in revenues and approximately 570,000 clients, is one of the world's largest providers of business outsourcing solutions. Leveraging over 60 years of experience, ADP offers a wide range of [human resource](http://www.adp.com/solutions/employer-services/human-resources.aspx), [payroll](http://www.adp.com/solutions/employer-services/payroll.aspx), [tax](http://www.adp.com/solutions/employer-services/tax-and-compliance.aspx) and [benefits administration](http://www.adp.com/solutions/employer-services/benefits.aspx) solutions from a single source.

**Responsibilities/Role:**

1. Creating, updating & maintenance of employee files and Master database with respect to Compensation, Exits, Promotion, Changes in Grade, cost center & work locations etc.
2. Processing & Managing end to end payroll in SAP software for Singapore.
3. Ensure that all the salaries are processed within the defined deadlines.
4. Validation for IT008, IT0014 and IT0015, etc.
5. Preparation of IR21 and NS Claims for Singapore.
6. Complete reconciliation for:
7. CPF – Central Provident Fund ( Ordinary and Additional Wages )
8. CDAC – Chinese Development Assistance Council.
9. ESOP – Employee Stock Option.
10. MBMF – Mosque Building and Mendaki Fund.
11. SINDA – Singapore Indian Development Association.
12. ECF – Eurasian Community Fund, etc.

**Additional Responsibilities:**

1. Publishing Payroll Metrics/Dashboard on monthly basis to the management.
2. Knowledge sharing to team with the best practices with belief of Leader can develop through knowledge transfer.
3. Responsible for changes and innovations in team.
4. Work closely with Implementation team to understand process and client requirements.
5. Updating KPI on a monthly basis.

**Rewards and Recognition:**

1. Awarded the Titan of the Month Award for 1st Quarter 2012.
2. Good performance Award for Month of May’12 2012 [Star of the month award].
3. In Jan’13 awarded with the Star of the Month Award for successfully completion of Year End Activity of the Client.
4. **Organization**: EXL services.com India PVT LTD

**Designation:** Senior Associate.

**Duration**: 15th May 2013 to 15th May 2015

**Reporting to**: Operations Manager

**About the Company:**

EXL Service is a provider is a $ 442.9 million company (2012) (IT) services, decision-analytics, operation management, outsourcing and transformation Services Company. It is primarily engaged in providing a range of outsourcing services, business process outsourcing and infrastructure services. EXL's services are structured around insurance, banking, financial services, utilities, healthcare, transportation and travel industries. In 2007 it was ranked 10th among India's [ITES-BPO](http://en.wikipedia.org/wiki/ITES-BPO).

**Responsibilities/Role:**

1. Creating, updating & maintaining of employees record with respect to Compensation, Work location etc.

1. Processing & Managing end to end payroll in PS software.
2. Ensure that all the Pays are processed within the defined deadlines.
3. Validation and reconciliation of compensation Retro payments, & other payments.
4. Preparation & validation of SOP for W-4 and Tax setup for NY and other States of USA.
5. Generating HR-Audit report to review the changes in the employee records and take appropriate action to set up them in PS.

**Additional Responsibilities:**

1. Publishing Payroll Metrics/Dashboard on monthly basis to the management.
2. Knowledge sharing in the team with the best practices and belief of Leader can develop through knowledge transfer.
3. Preparation of SOP’s and other process related document.
4. Preparation of tax set-up documents. Identifying and implementing new ideas in the process.
5. Supporting as a backup for Assistance Manager (A.M.) in his absence and in time of need.
6. Initiating the root cause analysis and implementing the Corrective and Preventive measures.
7. Handling Tier 2 queries (Email & Tickets).Handling Ad Hoc requests from the clients. Reviewing of critical items processed by the team.

**Rewards and Recognition:**

1. Awarded with Extra Miller for the month of Oct’13.

1. Awarded with Extra Miller for the month of May’14.
2. Shining star award for the 3rd quarter 2014.

**Research/Analysis**:

1. Researched in opening / creating multiple windows for (SAP – Time tool).
2. Analysis for enhancement of working for WOP (Work without pay).
3. Analysis for the improvement in the areas of Terminations process.
4. **Organization**: Iron Mountain India Services PVT. LTD.

**Designation:** Associate.

**Duration**: 18th May 2015 to till date.

**Reporting to**: Operations Manager

**About the Company:**

Iron Mountain Inc., founded in 1951, is an enterprise information management services company, headquartered in Boston, Massachusetts. Its records management, information destruction and data backup and recovery services are supplied to more than 156,000 customers throughout North America, Europe, Latin America, and Asia. Iron Mountain is a component of the S&P 500 Index and a member of the FTSE4Good index.

**Responsibilities/Role:**

1. Input necessary information into payroll system to ensure timely and accurate processing of a weekly and bi-weekly payroll.
2. Processes special payroll runs (e.g., commissions, incentive, etc.) based on information received from various parts of the organization
3. Processes separation payments (e.g., severance, termination vacation payouts, etc.) Calculating the Severance payments as per the severance agreement.
4. Enters all payroll-related modifications including missing information from time tracking system, wage and tax adjustments, benefits, garnishments,
5. Process HR Case Management tickets received from managers and HR business partners
6. Prepare EIB's (Enterprise interface builder) for mass data upload of payments and deductions and validate them in accordance to the original file received once they are loaded in the payroll system.
7. Adjustments of year to dates for taxes and wages via Manual check.
8. Validating and signing off employee’s time sheets in Kronos before the integration into payroll system
9. Validating employee changes report on a daily basis prior payroll confirmation such as Compensation changes, New Hires, transfers and Terminations.
10. Performing post payroll activities (Payment method election change, pay slip election change, validation of GL Requesting for LDR and sending it to the concerned team)
11. Process ACH rejects and replacement check as and when notification received from Payroll vendor or employees.
12. Processing of KRONOS Genies and their reconciliation and export of hours into workday system along with the post export validations.
13. Part of workday configuration testing.

**Additional Responsibilities:**

1. Publishing Payroll Metrics/Dashboard on a Bi-weekly basis.
2. Complete reconciliation for:
   1. RRSP – Registered Retirement Saving Plan.
   2. CPP - Canada Pension Plan
   3. DPSP - Deferred Profit Sharing Plan
   4. ESPP - Employee Stock Purchase Plan
   5. Tax – related reconciliation which includes Reciprocity rules, Exemption certificates, Additional Taxes, local Taxes FICA – Medicare and Social Insurance, FUTA etc.
   6. Benefits – It includes all the benefits deductions/Insurance for US and Canada – Example Medical, Dental, STD, LTD, 401K, Vision etc.
3. Providing backups for SOX and Sanity Compliance Audit and for entries made manually.
4. Identifying and initiating the process improvements and enhancement steps within the existing process. Handling Tier 2 queries (Email)
5. Co-coordinating among different teams in terms of employee’s record creating updating or correcting.
6. Validation of employee setup in respect of pay group, currency, works etc.
7. Testing new changes and new pay/deduction components in workday
8. Closely working with technical team to fix issues related to payroll.

**Trainings:**

1. SAP (ECC 6.0 ERP) – Payr0ll training for Singapore.
2. PeopleSoft (HCM 8.0) - Payroll training for USA.
3. Workday Payroll implementation and processing for USA and Canada,
4. Kronos Time Management tool.
5. Email etiquettes training.
6. Typing.

**Strengths:**

1. Quick learner.
2. Confident.
3. Excellent communication skills

**Personality Trait:**

1. Sincere, punctual and hardworking along with smart work,
2. Adaptability to environment,
3. Ability to work in team, as well as independently.

**Interest:**

1. Playing cricket,
2. Surfing web,
3. Travelling.

**Personal Information:**

**Date of Birth:** 01.08.1989 (DD.MM.YYYY)

**Marital Status:** Single

**Citizen:** Indian

**Languages Known:** English - Fluent

Hindi - Fluent

Kannada – moderate

Urdu – moderate and

Arabic – beginner.

**DECLARATION:**

I hereby declare that the above mentioned information is true & correct to the best of my knowledge.