**ANSHUL**

**About Me**

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March 14, 1987

Anshul.378058@2freemail.comm

Abu Dhabi, United Arab Emirates

7 Year’s experience

971-504973598

**Payroll Delivery Specialist Professional**

Responsible for the preparation and processing of payroll for employees, Maintains payroll information by collecting, calculating, and entering data. Responsible for the coordination efforts between payroll, human resources, budget and other departments of clients to ensure proper flow and maintenance of employee data.
Updates payroll records by entering changes in exemptions, travel, savings deductions, and job title and department/division transfers.
Prepares reports by compiling summaries of earnings, taxes, deductions, leave, sickness, and nontaxable wages. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, and workers compensation payments. Resolves payroll discrepancies by collecting and analyzing information.
Provides payroll information by answering questions and requests.  Maintains payroll operations by following policies and procedures, reporting needed changes.
Maintains employee confidence and protects payroll operations by keeping information confidential.

**Recognition & Achievements**

* Participated in Lean project and given many cost saving quest ideas also get awarded for the same.
* Rewarded- Best Quest of the month for the best idea in December 2013 annual summit.
* Recognized as Gold Award for execution at global level.
* Won Platinum Award for best client support.

**Applications working On**

* Siebel- CRM
* Peoplesoft
* Content Management
* Kronos

**Work Experience**

June 2011 – August 2016
**Delivery Specialist Payroll**
**Aon Hewitt**NOIDA, India

* Perform daily payroll operations and handle payroll process end to end.
* To ensure manual and computerized records are accurately maintained and update regularly in line with data protection.
* Enter changes into HRIS Database including new hires/exits, compensation, job changes, department changes, transfers etc.
* Research and reconciliation on reject reports of Reporting work.
* Responsible for Work force administration solutions/Coaching and Training of new hires.
* Responsible for ensuring timely and accurate service delivery to the client.
* To update and modify personal information of employees as per their request such as name, address, date of birth, qualification, phone numbers etc.
* Updating system if employee is going on leaves & returning from the same.
* Processing salary change requests due to Promotion, Demotion and Annual Increase.
* Calculating retro payments for Regular & Additional pay (Car & Cell Phone Allowance)
* Taking care of termination of employees where all additional payment, general deduction, saving plans and all other benefits employee is getting stopped and leave balance is adjusted. If there is any overpayment stands against employee, creating overpayment statement and updating them in PeopleSoft also mail to employee's address.
* To update tax (Federal & Provincial taxes) details and take care of pay adjustments of employees.
* Processing change of Work Location, Supervisor & Employee Classification requests
* Coordinates with onshore team for any issue & do research work.
* Sending daily report to work assigned & completed by team to reporting manager & work allocation
* Attending call with onshore team to discuss new updates and understanding their implementation.
* Responsible for preparing Daily report, Audit sheet, Error report to Client, Rejection report, Monthly data collating and prepare SR received volume.
* Maintaining SOP process documents.

September 2009 – December 2010

**KUKRETI- STEEL LIMITED**

HR Executive

Uttarakhand, India

* Responsible for hands-on recruiting efforts and ensuring compliance.
* Involved into sourcing, scheduling candidates, inform applicants of job duties and responsibilities, compensation negotiation and benefits discussion, company policies and opportunities and onboarding.
* Generate qualified candidates through cost-effective efforts by sourcing through various channels & social media such as referencing, database mining.
* Always met and over achieved hiring targets while focusing on quality and maintains compliance with established reporting structure.
* Involved into sourcing, scheduling candidates, inform applicants of job duties and responsibilities, compensation negotiation and benefits discussion, company policies and opportunities and onboarding.

January 27, 2011 till May 30, 2011

**TELEINFOTECH & FINANCIAL CONSULTANTS PVT. LTD.**

Engineer: Site Survey
Delhi NCR, India

Conduct field surveys on active sites and towers to see the signal strength and impact on the residential grounds.

Submit the synopsis to the department with the feedback.

**Bachelor, Technology** Graduated, July 2009Bachelor in Business Administration Marks 56%
IMS Division 2
Noida

**10+2** Graduated; July 2006DAV Marks 60%
CBSE Board Division 1
Dhanbad

**10** Graduated, July 2004DAV Marks 64%
CBSE Board Division 1
Dhanbad

**Computer Proficiency**

* Word 2016
* Excel 2016

**Languages**

* Hindi
* English

**Personal Interests**

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| * Travelling
 | * Reading Books
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| * Music
 | * Electronic Gadgets
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| * Movies
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**Personal Details**

Father’s Name: Mr. Om Prakash Dabral Marital Status: Single
Birthday: March 14, 1987 Nationality: Indian
Gender: Male

**Passport Details:**

Passport number: Normal

Visa type: Visitor Visa

**Declaration**

I, Anshul , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Anshul Abu Dhabi, UAE.