Email : [anoop.383361@2freemail.com](mailto:anoop.383361@2freemail.com)



**ANOOP**

To be a part of a high caliber, high energy team where my skills are utilized to the maximum.

Also to be a successful employee, understanding that team work brings success.

**Skills & Expertise**

**HR, Administration, Operations & Payroll**

**Professional Experience:**

* 2016 Oct to 2018 May worked with **Labour India Public School,Kerala** as **Assistant**

**Manager HR**

* 2013 to 2016 worked with **NGA Human resources, Infopark Cochin** as **Senior**

**Executive–APACPayroll (SAP)**

* 2009 March to November 2011, worked with **Reliance HR Services Pvt Ltd, Bangalore** as

**Operations & HR Executive, Karnataka Circle.**

* 2006 June to February 2009 was worked with **Grey matter, Cochin** as **Operations &**

**Payroll Executive.**

***Job Profile:***

* Payroll process expert in **SAP**
* Joining Formalities
* Handling overall running process of training institution
* Soft skill training to the students
* Prepared and maintaining “Standard operating procedures” (SOP)
* Laisoning with Labour office and other government officials
* Performance appraisal.
* Handling social security’s departmental authorities.
* Employee file and confidential record keeping.
* Handling employee grievances related to salary discrepancy.
* Furnishing & updating monthly and weekly reports viz leave reports, man power report, mediclaim coverage report.
* Uploading of salaries thru their Bank Accounts.
* Employee Relation.
* Process flow analysis

**Responsibilities:**

***1. Pay roll Administration***

* + Handling the Social security benefits like **PF & ESI**
  + Payroll Auditing.
  + Preparing Pay register, Social security benefit reports, TDS Report etc…
  + Variance reports of Pay register, Income tax reports, Statutory reports etc..
  + Handling more than 1000 employees **Payroll**
  + Preparing PF, ESI Monthly Challans
  + Preparing Half Yearly Returns
  + Preparation of Travel & Mobile claims
  + Income Tax reports and process in FY Closing.
  + Preparation of Form 16 and validation.
  + Process of Exit formalities and Full & Final settlement

1. ***General:***
   * + Follow up and other correspondences to both client & candidate
     + Raising invoices and follow up of payments
     + Preparation of monthly salary.
     + Office Administration.
     + Laison between Different Business Department
     + Employee engagement
     + Preparation of Salary Budget Provision for Circle (Quterly)
     + Have a good rapport with Govt Social security officials

**Certificates of Recognition:**

* Monthly Power award for ‘Responsibility’ at NGA Human resources
* Employee of the quarter (1st Quarter) award at NGA Human resources

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| **Academic Profile:** |  |
| ▪ **Master of Social Work(HR& PM**) | Bharathiyar University, Coimbatore |
| ▪ **B.A Economics** (2004) | MG University Kottayam |

**Technical Skill:**

**ADCS -** Advanced Diploma in Computer Science

**Course Curriculum –** Windows, Ms-Office, Ms-Excel, Internet-Emailing **Certified on Indian Payroll & Compliance** –National Academy of Indian Payroll

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| **Languages** |  |  |  |  |
| English | Malayalam | Hindi | Tamil | Kannada |
| *Full Professional* | *Native or Bilingual* | *Professional Working* | *Professional Working* | *Professional Working* |
| *Proficiency* | *Proficiency* | *Proficiency* | *Proficiency* | *Proficiency* |