Siva **Payroll Professional**

Looking for a position as a Payroll Specialist with ATECH where skills in payroll management will be put to prudent use to maximize the efficiency

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**PROFILE SUMMARY**

* Team-oriented Payroll Accountant adept at creating clear and comprehensive financial reports detailing payroll activity while efficiently managing all payroll tasks. Focused on honoring company ethics and preserving confidentiality. Committed professional keen to be part of a highly productive and growing team
* A strategic thinker and solutions focused professional with excellent knowledge in payroll and accounts having 16 years’ experience in UAE and India.
* Responsible for the audit, workmen compensation.
* Good planning and prioritizing skills to manage a varied and pressurized workload.
* Strong motivator and ability to do the work before the deadline.
* Thorough, responsible, organized and ability to see the big picture.

**CORE KNOWLEDGE AND SKILLS**

* In-depth payroll experience
* Payroll database management
* UAE Law understanding
* Analytical reasoning and Budgeting
* Human Resource & Administration
* Training and development



**ACHIEVEMENT**

* With little supervision managed group companies payrolls activities individually.
* Managed a team of 2 persons
* Participated in ERP, WPS Training Programs.

**KEY RESPONSIBILITIES HANDLED**

* Managed corporate payroll and group companies payroll activities
* Preparation of WPS files and wages statements.
* Plan and execute month/quarter/annual closure schedule.
* End to end payroll accounting activities & making provision
* Review the time sheets from all projects and finalize wages statements at macro level & ensure integrity of all reported statements with till.
* Co-ordination with coordination team and all internal and external concern
* Liaised with bankers, Exchange house for smooth wages distribution.



**Area of Excellence**

In-depth Payroll knowledge Budget forecasting expertise Team leadership Reporting proficiency Analytical & Organized Detail-oriented

Accounts Payable Database management

**Education**

M.Com

B.Com.,

**Technology Skills**

Contra Soft (C-Soft)

MS ERP

Tally

MS-Office

Type writing (English)

**Languages**

English

Tamil

Hindi

Malayalam

**Driving License**

UAE

India

**CREDENTIALS**

District Level Player in Cricket: Participated in under 19 and Senior Level Cricket Matches.



**PROFESSIONAL EXPERIENCE**

**Feb’08 – Present**

Constantly evolving Payroll processes, Flux Analysis

Enhanced presentation skills

Improved

standards

**Aug’06 – Dec’08**

Specialize in Payables, reporting and analysis.

**Jan’06 – Jun’06**

Managed Team & improved the accuracy of reporting.

**Dec’03 to Dec’05**

Managed payable and petty cash

 **Executive – Payroll**

* Review employee attendance details and verifies accuracy of overtime payout sheet submitted by coordination department.
* Computed and processed time sheets based on salary and labor law guidelines
* Preparing and compute the leave settlements of workers.
* Manage smooth employee exit by ensuring clearance, handover

and EOS calculation is handled in an efficient and timely manner

* Preparing expenses Gl as per the prescribed format in excel and upload the same to system on daily basis.
* Reconcile general ledger with regard to payroll transactions
* Reconcile loans and advances with finance
* Ensuring employee records are up to date and accurate.
* Work with the reconciliation team to tally accruals and reserves for employees leaves, gratuity, airfares etc
* Co-ordination with Technical Consultants / DBA’s, Developers and Oracle Support on shared issues
* Prepare regular reports for the function/department head setting out progress and status of allocated tasks, management of HR MIS reporting.
* Ensures all staff observe the confidentiality aspects of Human Resources work to protect the privacy rights of individual staff members.

**VAC DESIGN ENGINEERS (P) Ltd.,** **Executive – Finance**

* Processing payments against purchase of materials, machinery suppliers,
* Processing payments like petty cash, rents & amp; deposits.
* Making JVS for wrong allocations & amp; BJVS cancellation cheques,
* Preparing of cost statement & amp; assisting preparation of job cost report.
* Preparing bank reconciliation, supplier and subcontractor ledger reconciliation.
* Handled petty cash, feeding data in system, bank transactions.
* Cash Flow and Fund Flow Statements Preparation on Monthly Basis
* Record all payment vouchers, in order process documents as fast.
* Monthly Expenditure Statement preparation
* VAT Input - Output Credit details maintaining.

**AUTO PRINT MACHINERY Mfrs., Pvt., Ltd.,** **Officer Accounts**

* Enter customer payments in a system on daily basis.
* Total past due invoices weekly and report to supervisor,
* Identifying invoices that are overdue or have not been received.
* Setting up vendor account and reconciling statements.
* Closing down inactive vendors and employee accounts.
* Keeping track of every transaction and logging details into a system.
* Finalization of Accounts, preparation of financial statements
* payroll (Salary Statement preparation and PF, ESI deductions)
* Bank Reconciliation Statement Preparation.
* Reconciling intercompany transactions on regular basis.

**HEX CARGO MOVERS Pvt. Ltd.,** **Accountant cum Internal Audit**

* Petty cash handling.
* Processing payments like petty cash, rents deposits Internal Branch
* Bank Reconciliation Statement Preparation.
* Banking Operation.
* Went internal audit to our branches and franchisees,
* Voucher and invoice audit for periodical basis.
* Invoices checking as per the contractors and suppliers agreements.