NADEEM PASHA

Looking for challenging role and growth-oriented position in an organization, which provides opportunities to learn & enhance work skills, that will help me

grow & excel my career to contribute towards organizational growth.

Nadeem-390063@2freemail.com

**PROFILE SNAPSHOT**

**Payroll Oﬃcer Channel and People-** Tesco Hindustan service center (INDIA)

A performance driven professional with 1.8 years of experience in HR and PAYROLL. Seeking a job in Finance/Retail/HR sector. and Exposure in UK HR, managing and processing end to end payroll from recruitment for associates working in Tesco’s distribution center in UK. Focused and goal driven individual with strong work ethics.

**CORE COMPETENCIES**

**UK TAX NATIONAL INSURANCE:** Calculating tax and national insurance based on all the tax slab andparameter for the exiting and ex-employees.

**PERSONAL REALTED QUERIES:** Processing and resolving retrospective, salary change, permanentand variable elements within the given AHT (AVERAGE HANDLING TIME).

**STATUTORY PAYMENTS:** Government related payments such as bank holiday, union deductions,sickness and benefits to exiting colleague.

**TRANSFERS REINSTATEMENTS AND CAREER BREAK:** Managing difference in payments fortransferring and ex-colleague re employed.

**MATERNITY AND PATERNITY:** Computing and operating payments while the colleague inactive tosystem and work.

**LEAVERS:** Full and final settlements for the leavers and preparing the credit pay slips for the overpaidcolleagues.

**MANAGING THE TEAM:** Forecasting inflow and outflow and delegations of work, quality checks andproviding hands on team’s members.

**WORK EXPERIENCE**

* Post Recruitment – ensuring the colleagues recruited are on the right and agreed salary with respective benefits assured.
* Analyzing the salaries processed and resolving personnel related queries.
* Keeping track of all payments related to payroll, absence of work, holidays, sickness, paternity, maternity leaves and overtime.
* Handling retrospectives by rectifying incorrect payments already made to employees.
* Sample checking the coding, system glitches, and mismatching payments to colleagues.
* Paying employees by verifying entries and comparing system records and preparing paychecks or transfer.
* Reconciling processed work by verifying entries and comparing system report to balances.
* Rectifying and altering salaries for transferring and re- employed colleagues by validating the existing salary.
* Full and final settlement of payment including ex-gratia, pay in lieu and other special payments for leavers.
* Recalculating tax and NI contributions for overpaid colleagues and preparing credit pay slips.
* Executing emergency payments “daily bacs” in 4 working says due to pay discrepancies.
* Training wage and pay clerks in UK when change in policies.
* Handling solicitors and tribunal related queries for ex- colleagues.
* Sample quality checking team’s work weekly to avoid potential pay discrepancies.
* Participating in monthly closing
* Perform any other job-related duties as assigned.

**EDUCATION**

**MBA -** Master of Business Administration (Finance & Marketing)

Visvesvaraya Technological University (2015-2017), INDIA

**BBM -** Bachelor of Business Management (Finance)

Graduate from Bangalore University, INDIA

**KEY SKILLS**

* Calculate and issue all types of pay by cash, cheques or electronic transfer (BACS).
* Familiar with how to deduct tax and national insurances payment to company with the latest employment law.
* Excellent at confirming hours worked, when dealing with overtime payments to ensure the made is accurate.
* Accounting.
* Ability to work under pressure and result oriented.
* Strong in math’s and numerical skills.
* Computer Proficiency with Data entry.
* Good team player with communication skills.