Accomplished Human Resources professional with a strong proficiency in performing day –to – day payroll operations. Analytical-thinker with full command on ADP Enterprise, GlobalView, PeopleSoft and SAP HCM. Strong PC skills including Excel, Word and other MS Office products. Track record of maintaining and checking payroll records for accuracy. High degree of professionalism with a proven ability to deal delicately with confidential material.

**Core Competencies:**

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| --- | --- | --- |
| ☑ Reconciliation | ☑ Payroll Auditing | ☑ Recordkeeping |
| ☑ Daily Payroll Operations | ☑ Time Sheets Computation | ☑ Check Processing |
| ☑ Attendance Processing | ☑ Garnishment Calculations | ☑ Taxation |
| ☑ Complaint Processing | ☑ Task Prioritization | ☑ Ad hoc Reporting |

**Professional Experience:**

1. **Qatar National Cement Company:**

**February 14th, 2014 - Present**

Market leader in cement production in the State of Qatar. A Semi Government Enterprise with a headcount of almost 1200 associates, both Qatari and Non Qatari.

Designation provided by company: Clerk

* Solely responsible for running payroll and maintaining paycheck accuracy.
* Process payroll in a timely manner for 1200 associates.
* Document processing related to leaves, airfares, and advances.
* Off-cycle payments for Bonus and Leave payments and Gratuity linked loans.
* Prepare half yearly bonus for all the employees based on the eligibility.
* Check Overtime data received from departments, validate the accuracy with punch times and ensure correct OT figures are updated in the system.
* Preparing Pension payments monthly and ensuring of timely and accurate payments to the GRSIA for the Qatari employees.
* Pension filing through E – governance.
* Preparing Pay slips and generating food coupons.
* Keeping track of leaves and entering data accurately in the SAP HCM System.
* Responsible for conducting organization wide employee appraisal.
* Prepare & process final settlements of separated staff.
* Carry out all processing on SAP HCM application.
* Preparing & Providing HR metrics like - retention rate, attrition rate, recruitment rate.
* Play an important role in setting up of HRMS for leave workflow.
* Provide internal customer support to employees over phone, in person, and email.
* Assist the HR Manager in ad hoc projects as required.
* Report directly to the HR Manager.
* Prepare Ad hoc reports required by the management.

1. **ADP India Pvt. Ltd.**

**July 11th, 2011 - January 30th, 2014**

ADP is a comprehensive global provider of cloud-based Human Capital Management (HCM) solutions that unite HR, payroll, talent, time, tax and benefits administration and a leader in business outsourcing services, analytics and compliance expertise.

Last designation provided by company: Sr. Process Associate.

1. **October 2012 to January 30th 2014:**

* Single handedly processing monthly payroll of 1100 Employee for Dell UK (a client of ADP Inc) on GlobalView, an ADP enhanced version of SAP HCM.
* Reconciliation of payroll reports generated before sending to client.
* Input and output validation to ensure 100% paycheck accuracy.
* Validations of Tax deductions and National Insurance Contribution for the Employees.
* Involved with Pension Auto Enrollment (statutory requirement) for Dell UK.
* Involved with Go live of monthly RTI (Real Time Information), replacing the annual submission of tax and NIC data.
* Preparing bank list and ensuring it is sent on time to ensure salaries reach on time.
* Send the FPS (Full Payment Submission) and EPS (Employer Payment Summary) to the HMRC through EDI.
* Ensuring that the correct/revised employee tax code/form is used for payroll processing.
* Keeping abreast with the policies of the HMRC relating to payments to employees.
* Ensuring the accuracy of the Statutory Maternity/ Paternity/ Adoption Pay to the eligible employees.
* Preparing P45s and P60’s for the Employees and delivering them accordingly.
* Act as a liaison between Dell UK and ADP GlobalView’s SAP Support team.
* Involved with a Go live of 180 Employee subsidiary of Dell named Dell Perot.
* Maintaining annual payroll schedule and client satisfaction.
* Client query resolution through phone, e-mail and SAP CRM.
* Being part of dashboard preparation and communicating the same with Service Delivery Manager and Client.
* Perform peer review for payroll of other clients and process payroll for other clients in case of absence of payroll processer.

1. **July 11th 2011 to September 2012:**

* Processing weekly/biweekly/monthly payroll of 10,000 Employee for NBC Universal (a client of ADP Inc) on Enterprise HR, an ADP enhanced version of PeopleSoft with a team of 10 people.
* Ensuring accuracy of data upload and manual update of forms for payments and deductions received from the client.
* Running dashboard reports and keeping track of the paycheck accuracy and spills with the team leader.
* Preparing off cycle payments on a daily basis.
* Processing of Overpayment notification letters and their follow ups; recovery and reduction of the same from the W2 of the respective employee.
* Validation of actual payments made to the employees.
* Resolution of client queries using phone, e-mail and Seibel CRM.
* Perform Peer review for work of other team members.
* Train the new joiners in the team.

**Educational Background:**

* **Bachelors in Business Administration. (Major: Finance) : 68.63%**

Sinhgad College of Science, Pune.

University of Pune.

**Abilities:**

* Like to work in a team and as a team.
* Proactive attitude towards work.
* Good at verbal and written communication.
* Hard working and ready to help others.
* Accustomed to working in a diverse & multicultural work environment.
* Flexible with working long and unexpected hours.
* Able to efficiently multi-task.