CURRICULUM VITAE

**SANJAY**

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**CAREER OBJECTIVE**

A good position in a dynamic and avant-garde company that can utilize my acquired skills effectively with enhanced job responsibilities, continued growth and advancement.

Currently on Visiting Visa andofUnitedstayingArabinkarama,EmiratesDubaiandstaying on Karama, Dubai Visiting Visa has valiadity till May 2018.

**PROFESSIONAL SYNOPSIS**

� An MBA graduate along with B.COM having nearly 8 years of experience in the field of Payroll Management, HR service, Credit/ Debit collections, Customer service and Banking/ Insurance service.

� Ability to handle the Finance department independently , Payroll calculation and processing , Client management directly and via tele-communication, customer service, Marketing and sales..

� Proficient in MS Excel & MS Word. Expert in English language, pleasant personality with excellent communication skills.

� Well versed in negotiation and maintaining client relationships.

� Well versed in presentation of complex financial data to facilitate decision making. � Proficient in computation of corporate and individual taxes.

� Efficient in maintaining clear cut and accurate records with excellent technical skills. � Worked only on Multi-National Corporate companies in all the working years.

� Effective communicator with excellent relationship management and inter-personal skills.

� Affable, hardworking, sincere and adaptable to any working situations and a continuous learner.

***ORGANISATION:***

***DURATION:***

***POSITION:***

� Payroll calculation and HR analysis of UK payrolls

� Closely associated with the clients by providing required documents for clearance of payments, handling client queries, providing client support and visiting client places when required.

� Undertaking temporary roles for Payroll analysis for project implementation for new projects of the firm � Quality verification of payroll calculations of HR department to analyze the accuracy of payroll and HR

department and reporting in case of discrepancies.

� Acting temporary managerial post at the absence of Managers � Preparing report on receivables to support managerial needs.

***ORGANISATION:*** **Charter Mercantile Agency (Australian Company)**

**Tapasya Building, Infopark, Kakkanad, Kerala, India -682030**

***DURATION:*** **14 Nov 2011 to Mar 31 2016**

***POSITION:*** **Senior Collection Executive**

� Credit and Debit collections for Australian American Express customers.

� Reporting to the Collection Manager on the key factors affecting the fund collections. � Participating in managerial discussions on collection process

Page | 