

Sangeetha S

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CAREER OBJECTIVE:

A self-motivated and organized professional in HR & Payroll Executive with 2+ years of experience. To obtain a creative and challenging position of an Organisation give me an opportunity to develop my self - improvement and leadership while contributing to the symbolic growth of Organisation with innovative technical and logical skills.

WORKING EXPERIENCE:

- Working as HR & Payroll Executive at Getify Business services Pvt Ltd in Coimbatore from April 2023.
- Worked as Junior HR at Apex Coco and Solar Energy Limited in Tirupur (from May 2021 to March 2023).

GETIFY BUSINESS SERVICES PVT LTD'S RESPONSIBILITIES:

- Monthly processing and disbursing of salary including full and final settlements.
- Preparing salary register, salary statements, F&F, employee reconciliation report, transfer reconciliation, employee HC reports, transfer reconciliation, journal, PF & ESI statement Bank statement, income tax reports, salary slip and releasing payslips for employees.
- Checking employee's IT declaration and generating Form-16 in software.
- Updating employee's data in software and sending user credentials to employees.
- ESI & PF Filing (Software and Manual Filing)
- ESI registration and form-I generation, accident report and grievance handling.
- PF registration, PF claims (Form-19, Form-10C), Death claims (Form-10D, Form-20, Form-51F), Joint declaration preparation and submission, Clarification letters preparation and Submission.
- DSC Key, E-Sign activation, Form-5A updating and Establishment closure formalities.
- Maintain payroll information by collecting, calculating and uploading the data in payroll system as well as retrieving data when necessary.
- Preparing reports for management, regarding payroll and settlement.
- Team support and day-to-day operation.
- Client interaction on daily basis, clarifying client's doubts and implementation of client's new requirements.
- Maintaining digital and electronic records of employees.
- Supporting all internal and external HR-related inquiries or requests.

APEX COCO AND SOLAR ENERGY LIMITED' RESPONSIBILITIES:

- Preparing all types of salary/wages of ON/OFF roll employees.
- Handling all joining formalities like Induction, Orientation, giving biometrics for the employees and updating employee's data in HRMS, ERP
- Sending punching reports to respective departments through mails.
- Updating employee's On-duty, Leave, C-off, Permission, Missed punch.
- Updating daily manpower reports, daily costing & ESI, PF costing.
- Maintaining daily manpower reports, absent reports & on leave employees reports.
- ESI registration, form-I preparation, accident report, ESI eligibility certificate preparation and assist with ESI claim regarding.
- PF registration, UAN activation, transfer claim, basic details change request through online, Manual claim, online PF claim (form-19, form-10C), Joint declaration preparation, form-15G preparation, KYC updating, Digital Key Signing, PF grievance handling through EPFO grievance portal.
- Updating of IF records.
- Updating committee records like ICC, grievance committee, works, canteen, Health & Safety, Environmental committees and arrangements for committee meetings.
- Preparation of ID cards for all employees.
- Monthly documents preparation for BSCI audit, Personal file Generation, Time card, pay slip, Settlement, Wage record followup.
- Monthly Food audit training documents updating as per yearly training calendar for certification audit like (FSSAI, HACCP, FSSC, HALAL, KOSHER, VEGAN, ORGANIC).

OVERALL WORK SUMMARY:

1. Developed and refined on boarding programs to ensure new employees quickly acclimate to company culture and policies.
2. Conducted orientation sessions to familiarize new hires with organizational values and expectations.
3. Managed employee relations effectively by addressing grievances, conflicts and concerns in a timely manner.
4. Promoted a positive work environment by fostering open communication and trust among team members.
5. Administered employee benefits programs, including health insurance, Leave benefits and others.
6. Assisted employees in understanding and utilizing their benefits effectively.

7. Managed the end-to-end payroll process, including data input, calculation of wages and deductions, and distribution of pay checks or direct deposits. Ensured compliance with company policies and government regulations.
8. Prepared and maintained detailed payroll reports, summaries, and historical records. Generated financial reports for management.
9. Addressed employee inquiries and concerns related to payroll, taxes, and benefits promptly and professionally, fostering a positive employee experience.
10. Demonstrated excellent customer service skills when interacting with employees and ensuring a positive and supportive payroll experience.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	UNIVERSITY/BOARD	PERFORMANCE	YEAR OF PASSING
M.SC	PSG College of Arts and Science, Coimbatore	Bharathiyar University	84%	2021
B. Sc	APA college for women, Palani.	Mother Teresa University	83%	2019
HSC	Government Higher Secondary School, Karatholuvu.	STATE BOARD	87%	2016
SSLC	Government Higher Secondary School, Karatholuvu.	STATE BOARD	95	2013

SOFTWARE EXPOSURE

- Languages Known : C++ .
- Packages known : MS-office
- Payroll Software : HRMS, ERP, GretaHR

CERTIFICATION COURSE

- Human Resource Management
- Compensation Management
- ChatGPT for HR
- Typewriting – Tamil & English

PERSONAL DETAILS:

Father's name : Sundharrajan K
Date of Birth : 01-07-1999
Permanent Address : 993, Karatholuvu, Madathukulam, Tirupur-642203
Languages known : English, Tamil, Telugu, Malayalam, Hindi
Nationality : Indian

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge.

Place: Coimbatore

Date : (Sangeetha S)