

RATHIKA M G

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CAREER OBJECTIVE

Seeking the position where strong planning and leadership abilities, as well as comprehensive knowledge of administration will be utilized.

PROFESSIONAL EXPERIENCE

- 1 Year of professional experience as **Payroll Specialist** at Neeyamo Enterprise Solutions Pvt Ltd, Madurai from Feb 2021 to Feb 2022.
- 1 Year of professional experience as **Linux Admin role** at Accenture Pvt. Ltd, Chennai from Feb 2022 to Mar 2023.
- A self-starter and with clear understanding of business needs and having tactical problem solving techniques with good listening, communication, leadership and motivational skills.
- Ability to quickly adapt to new emerging technologies.

TECHNICAL SKILLS

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|---------------------------|--------------------------------|
| ✓ Operating System | : Linux |
| ✓ Tools | : Excel, Service Now, PayNComp |
| ✓ Designing Tools | : Figma |
| ✓ Course | : DTP |
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WORK PROFILE

Company : Neeyamo Enterprise Solutions Pvt Ltd

Designation : Payroll Specialist – Global Payroll

ROLES AND RESPONSIBILITIES

As a Payroll Specialist:

- Perform daily payroll department operations.
- Keep track of hour rates, wages, compensation benefit rates, new hire information etc.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper taxation of employer paid benefits and process correct garnishment calculations and compliance.
- Process accurate and timely year-end reporting when necessary.
- Process advance, termination and other out-of-cycle payment.

Company : Accenture Solutions Pvt Ltd

Designation : Linux Admin

ROLES AND RESPONSIBILITIES

As a Linux Admin:

- Proactively monitoring system performance and capacity planning.
 - Perform system updates and server configurations.
 - Create and modify scripts to perform tasks.
 - Eliminating errors and malfunctions on servers.
 - Installation of new software and granting permissions.
 - Troubleshoot, when the problem occurs in the server.
 - Active role in patching, compiling, securing linux servers in a heterogeneous environment.
 - Taking regular backup of data
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PERSONAL DETAILS

Name : RATHIKA M G
Degree : B.Sc Computer Science with 70.46%.
Graduation year : 2020

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

[RATHIKA M G]