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| Karothi Ramya Vennela  E-mail:  vennelacoolstar.@gmail.com  Mobile No:  +91-8099660320  +91-8885556360  Permanent Address:  F. No:403,  KOMMINENI TOWERS;  HIG-2, P. No:200&201;  KPHB COLONY 6TH PHASE;  HYDERABAD-500085. | CURRICULAM VITAE Career Objective    A position in organization where I can learn everything that come on my way and provides the best to the Organization that I am working for.  Experience   * Working with Amazon as a payroll specialist since 13th   October, 2014.   * Had an experience with ADP as a Senior Process associate in payroll operations from 27th August to 3rd October 2014. * Had an experience with INFOSYS BPO from 7th June 2010 to 24th August 2012.   Educational Qualification   * Bachelors in Computer Applications (2007-2010), from Acharya Nagarjuna University with 73.4%. * Intermediate, from Board of Intermediate with 88.5%. * SSC from Vivekananda high school with 88.3%.   .  Extra-Curricular Activities:   * Won two gold medals in state level essay writing competition in schooling. * Stood first in elocution competition held at Vignan University. * Stood first and second in various activities. * Best outgoing student from college fine arts and dramatic association, 2008-2009.   Achievements:   * Won “The best project of the year” award for US state website automation which helped the team to save 3000 manual hours in Amazon. * Automated 3 US authorised websites to avoid manual work by team which saved total of 6000 manual hours. * Saved 50% of the team’s work by implementing the idea of “Loading the MAN file” by using advanced excel formulas. * Received several awards in amazon and ADP. |

Roles and Responsibilities with AMAZON

I was part of US Payroll Tax team where I help employees on tax related queries and process tax corrections.

* Trained the team with all the payroll and year end activities.
* Review the process from the root to Invent and simplify the things.
* Conducted the non-payroll presentations and also weekly meetings.
* Perform the audits on tickets and tasks done by the team members to ensure accuracy.
* Perform Year End and Quarter End activities/audits.
* I create SOPs to support knowledge transfer.
* Perform analysis on negative HMD tickets to improve customer experience.
* Process corrections to the employees W2’s as per the requests submitted by the employees.
* Worked on the ADR’s.
* Prepared the reports required by the Senior Management.
* Created several new reports in ADPR tool to simplify the team work.
* Supervise the Payroll activities to the team.
* Allocate the payroll tasks and duties to the team.
* Perform Root Cause analysis for the errors and making a mitigation plan.
* Review on payroll metrics

Roles and Responsibilities with ADP:

I was part of Managed Payroll Services Team where i process end to end payroll for the clients operating in US.

* Complete the payroll processing for the allocated client with 100% accuracy.
* Perform Year End and Quarter End audits.
* Work on employees with Multi-Jurisdictional work profile during the year.
* Making corrections to the employees W2’s as per the requests submitted by the employees.
* Making the reports required by the Senior Management and the Client.
* Present the production items to the client in the production calls
* Training the team with all the payroll and year end activities.

Roles and Responsibilities with Infosys:

I have started my career with Infosys BPO with Client Arrow Electronics. And I was part of Product operations group. My roles in this team:

* Reconciling discrepancies of the Purchase orders for suppliers. Auditing and giving feedback to product specialists and Escalating the issues to the client product team
* Receive the Ship reports from supplier, formatting them and reconcile part, quantity and cost discrepancies according to the defined process.
* Making corrections to the Purchase orders.
* Preparing weekly and monthly reports for the work done and sent it to the client.
* Reviewing sample of the work completed by other team members for quality assurance.
* Mentoring new joiners on process.

Professional Learning’s:

Worked with Amazon, ADP and Infosys for past 9 years, gave me a lot of professional learning’s.

* Importance of analysing the data before processing.
* Time Management.
* Work Flow Management.
* Getting adapted to new environment and team.
* Knowledge enhancement should be a continuous process.
* Working as a Team can get better results.
* Simplification along with innovation is important for the Team Growth.
* Self-motivation is very important.
* Solution may not be available in our way; we have to get to its way.

Personal Information:

Full Name : RAMYA VENNELA KAROTHI

Spouse Name : PRADEEP MARRI

Father’s Name : SATYANARAYANA KAROTHI

Nationality : INDIAN.

Languages Known : ENGLISH, TELUGU, and HINDI.

Gender : FEMALE

Marital Status : MARRIED.

**Declaration**

I hereby declare that all the above provided information is correct to the best of my knowledge.

(Ramya Vennela Karothi)