APARNA A
aparnapooja117@gmail.com
+91 9916298461

To be associated with a progressive organization that gives me scope to apply my knowledge and skills in the areas of Human Resource Management and Indian Payroll, in tune with latest trends and be a part of the team that dynamically work towards the growth of the organization and thereby gain satisfaction in all aspects in the process.

Experience Summary

Organization	**:**	**Confident Group Bangalore**
Designation	:	HR Executive Payroll
Duration	:	Oct 2017 to till date
Module	:	**SAP HCM** ERP 6.0, MS Excel

Payroll Management:

- ❖ Timely payroll processing for all on-roll employees within the timeline.
- ❖ To update the employment details in payroll application within the cut off dates.
- ❖ Hands on usage of T-codes PA30, PA03, PA70, PU01, PU03, SOST, SE16, SE16N, PAAH, PC_Payresult.
- ❖ Hands on usage of T-codes like PC00_M40_CALC, PC00_M40_CMAP, PC00_M40_F24Q, PC00_M40_EPF, PC00_M40_ESIF, PC00_M40_PTX, and PC00_M40_ANN.
- ❖ Making CTC breakups based on the payroll monthly inputs to proceed further.
- ❖ Update the applicable statutory information in payroll system like Info type 587, 588, EPF, ESIC, and PT.
- ❖ Maintain the Info type 45 Loan ledger for monthly deductions.
- ❖ Import Info type 14 & info type 15 additional payments and deductions in payroll system.
- ❖ Extracting attendance LOP report Info type 2001, for all the employees to make calculations for the month.
- ❖ Calculate the Employees over time payment as per the provided working hour's data.
- ❖ If any eligible employees earned leave encashment to be process the same.
- ❖ After updating all employee's payroll details, processing test run to find any errors to make the changes.
- ❖ If no errors salary will be process live run, then wage report will be extracted to reconciliation between payroll inputs and wage register.
- ❖ Finalize & forward the bank statement to finance team to upload the payment.
- ❖ Preparing monthly EPF, ESIC & PT statutory remittance report to make the monthly payments.
- ❖ Maintaining salary statement variant report, Bank Statement, wage registers and Loan Register.
- ❖ Timely providing Gratuity, Bonus and EL provision reports to finance team.
- ❖ Maintaining documentation and controls for all payroll related activities and procedures.
- ❖ Managing attendance management system and ESSL employee biometric registration.
- ❖ Adequate controls over timekeeper data entry.
- ❖ Employees with payroll responsibilities are knowledgeable in the applicable rules (e.g.24 hour's clock time, field hours or overtime).
- ❖ Payroll Administration and helping employees on salary components like salary clarifications.
- ❖ Creating ESIC Numbers and uploading online details, Issuing ESIC Temporary ID cards.

Full & Final Settlement:

- ❖ Preparation of F & F calculations within timeline.
- ❖ To process applicable employees' calculations on Gratuity, EL & payables.
- ❖ If any short notice recovery and excess paid recovery calculations as per the approvals.
- ❖ Over time payment calculations as per extra working hours.
- ❖ Liaise with the finance department regarding on timely clearance of full and final settlement statement.

Employee Payroll & Master Data Maintenance:

HR Generalist: Maintaining the employee's data in master data with all the documents, issuing Offer letter and explain the salary breakup details, appointment letters, increment letters, Relieving letter, and Experience letter.
Timely maintenance of employee personnel details in master data and payroll application. Taking Care employees joining formalities, Co-ordination with the new joiners to collect the documents, Handling Exit formalities.

Induction:

- ❖ Welcoming the new joiners in the organization.
- ❖ Taking Care of joining formalities of the Employees, Co-ordination with the new jonnies of the internal team members.
- ❖ Explaining and guiding the new joiners about policies, work culture and the responsibilities.
- ❖ Issuing Employee ID cards and coordinating with vendor.
- ❖ Create and issue the Employee codes, Offer Letter and explain the salary details.

Qualifications

MCA in May 2016 from S V University, Tirupathi with **80%.**
BSC in May 2013 from S V University, Tirupathi with **65%.**
Intermediate (MPC) in May 2010 from Andhra Board, Tirupathi with **72%.**
X CLASS in May 2008 from Z P High School, Tirupathi with **76%.**

PERSONAL INFORMATION

Father's Name   : Nagaraju
Date of Birth   : 15th May, 1993
Nationality   : Indian
Languages Known   : English, Telugu & Kannada

Declaration:

I declare that the above filled by me are correct and is true as per my Knowledge and belief.

Date: **Signature**
Place: Bangalore.   **(A APARNA)**