



PRASANTH N

PAYROLL SPECIALIST

PROFILE

Focused Payroll Specialist known for effectively handling job tasks with poise. Highly trained in all aspects of payroll and considered a dedicated team player. Looking to take on a new role with a company where attention to detail and the ability to work with all types of personalities

SKILLS

- Multi-country payroll
- Interpersonal and written communication
- MS Office(outlook ,word, excel)
- Daily payroll activities
- Records-keeping
- Ability to handle multiple tasks in a dynamic environment
- Analytical and problem solving
- Time management

ACCOMPLISHMENTS

- Simplified payroll processing procedure to increase department productivity by 50%.
- Successfully transitioned company from use of paper time sheets to an automated payroll system within 3 months
- Successfully transitioned a client and gone direct live without any parallels.

CAREER SUMMARY

Payroll Specialist(Global payroll)

2years

Neeyamo Enterprise Solutions Pvt Ltd (present) Madurai, TN

- Analyzed impact to financial statements of changes in tax law and settlements of tax audits.
- Responded to employee enquiries regarding payroll and analyzed problems through customer interaction and communication.
- Worked on Year End processing and filing.
- Processing payroll for bi-weekly, semi-monthly and monthly employees.
- Ability to adopt to change and manage competing priorities.
- Worked quickly and efficiently, with minimal oversight and accomplished assigned duties.
- Processed rehires, transfers, terminations, garnishments and with holdings

EDUCATIONAL TRAINING

RVS School of Engineering and Technology

- BE: Aeronautical Engineering(2016)

Thaai Matriculation Higher secondary school

- Computer Science(2012)

INTERESTS

- Reading books
- Graphics design and animations.
- Video games
- Trading

ACHIEVEMENTS

- **Organization:** Kaashiv-Infotech

Activity: Joined as a volunteer in the organization and gathered peoples for the world and limca book of records events

- Received ACE award for being best employee.

HOW TO REACH ME

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