

Double Dill

Abu Dhabi, United Arab Emirates
Mobile : +971-55-2996519
E-Mail ID : arjun986@gmail.com

Career Objective:

Synopsis:

- 9+ years' experience within the Banking Sector; current position as Team Leader – Payroll Services at **First Abu Dhabi Bank**.
 - Excellent ability to operate within Windows environments and MS-Office especially in Excel, Word, Visio and PowerPoint.
 - Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.
 - Enthusiastic, dedicated and committed professional with the ability to work unsupervised
 - Excellent capability for effective and innovative performance under pressure and for prompt response to dead-lines.
 - Proficient in spoken & written English, along with spoken Hindi, Malayalam & Tamil.
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Work Experience:

First Abu Dhabi Bank , Payroll Services

Aug 2017 till date – Team Leader – Payroll Services



National Bank of Abu Dhabi, Payroll Services

Oct 2015 till July 2017 – Manager – Payroll Services



Under this role I am reporting directly to **Head of HR Operations**, where in I am leading and supervising the Payroll Operations team of three, coordinating the daily activities & prioritizing work load to ensure the delivery of high quality, responsive and efficient service to **FAB** employees.

My current responsibilities are:

- Ensure the accuracy and timely processing of all the work, based on SLA's and in accordance with HR Policy.
- Perform monthly check and verification of payroll elements, costing information, and the overall accuracy of the payroll file before submission for execution.
- Ensure submission of periodic MI on all the activities of the Payroll Operations Team.
- Verify all the daily ADHOC transactions, financial postings & payment requisitions, making sure that it is in line with Policy and proper approval are in place.
- Act as a focal point for payroll related queries and responsible in investigating issues, providing resolution or escalation if necessary.
- Maintain and ensure all HR Expense/Suspense and transit accounts are reconciled on weekly and monthly basis.
- Verify and approve the costing information of Final settlements of exit staff.
- Contribute on HR projects in relation to process enhancement and automation.
- Promote an understanding of the Bank's HR Policies and Procedures Manual and provide accurate HR advice and support to the department heads, line managers and employees when required.
- Managing Medical Costing (Amortization) & Risk Teller Allowance Provisions
- Managing monthly Vacation allowance, Education Allowance, Air ticket Allowance payment along with monthly payroll.
- Assist Business Partners on ADHOC financial requirements and cost allocation after receiving revised Org. Structures.
- Generating and providing key financial statements pertaining to GHR Operational expenses and staff cost to departmental heads.
- Sound knowledge of Oracle HRMS system, to view and advise team to how and when to amend staff profile without significantly impacting the payroll.

- Work very closely with HR Oracle team to enhance any ongoing issues with payroll such as – LWP & Gross to Gross reconciliation.
- Sound knowledge of Banks Financial system setup in respect to staff expenses (Chart of Accounts/POS/Cost Center). Understand the relationship between a POS and CC and park essential expenses appropriately for all businesses pertaining to staff.
- Key personal in providing staff cost details and customized requirements to business and support units.
- Conducting month and year end provisions for all staff related expenses such as Outsource staff cost, recruitment cost, consultancy costs, full and final settlement, education allowance, UAE pension cost allocation and medical cost in order to neutralize the overall bank expenses and avoid fluctuation under the expense lines.
- Involved in Key GHR projects: Broad Banding, Consolidation of allowances, structuring leave travel allowance, streamline invoice processing payments.
- Amortizing High end staff cost that impact business expenses (Vacation allowance/Education allowance/Medical Insurance)

Prior positions held at NBAD

Nov 2013 till Sept 2015	– Senior HR Officer (Payroll)
April 2011 to Oct 2013	– HR Officer
July 2008 to Mar 2011	– HR Clerk



Responsibilities

- Processing monthly payroll, ensuring timely payment of salaries and costing information.
- Producing payroll reports and specific management reports as and when required.
- Expense Budgeting and Variance reporting, provisioning and monthly amortization of allowances.
- Process various staff related expenses including leave salary, incentive processing and other general expenses.
- Check payments to ensure proper authorization / signatory authority so that the entitlements meet Personnel Policy and Procedures prior to process.
- Handling the Accounts, Payments, Reconciliation & Employee Benefits team for managing payroll & payments, insurance and health coverage of NBAD staff members & eligible family members.
- Answering staff payroll enquiries Clarify queries of branches/departments regarding operational issues, procedures, costing etc.
- Recommend solutions to recurring operational problems and provide assistance as and when necessary.
- Easily managing different section of HRG handling diverse functions.
- Preparing year-end payment summaries and all other year-end requirements.

First Gulf Bank (ROC)

March 2008 to July 2008 – Record Management Assistant
(Outsourced)



Responsibilities

- Assists in retaining Records/Documents
 - Providing all records in order to meet all legal and administrative requirements.
 - Destroying out-of-date records or data.
 - Maintaining and protecting confidential information.
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Education:

2009 Master's in Business Administration (MBA)
(Major in Finance)
Halifax University, USA



2007 Bachelors in Business Administration (BBA)
(Major in Finance)
Manipal University, Dubai Campus @ Academic City



Training Attended :

- Engage As a Leader
 - Creative Problem Solving
 - Maximizing Your Time
 - Project Management Essentials
 - Effective Report Writing
 - MS PowerPoint – Advanced
 - MS Excel – Advanced
 - Financial Accounting
 - International Financial reporting Standards (IFRS)
 - Anti-money Laundering and Compliance
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