|  |  |  |  |
| --- | --- | --- | --- |
| **Applied for the position: Assistant Manager** | | | |
| **Name of the Candidates** | Raghavendra | **Contact Number** | 9886701124 |
| **Alt. Number** |  | **E-mail ID** | bsraghurao@gmail.com |
| **Current Company** | Karle Infra Pvt Ltd | **Current CTC** | 7LPA |
| **Current Designation** | Asst Manager | **Expected CTC** | 8LPA |
| **Current Location** | Bangalore | **Preferred Location** | Bangalore |
| **Native Place** |  | **Professional Documents** | MBA |
| **Total Experience** | 12 Years | **Rel. Experience** | 12 Years |
| **Notice Period** | 30 Days | **How soon can join** | 26-01-2020 |
| **Reason of change** | Looking for Better Opportunity | **Any Interview /Offer** | Yes |
| **Aadhar No** |  | **DOB** | 12/02/1984 |
| **Skill / Technology** |  |  |  |

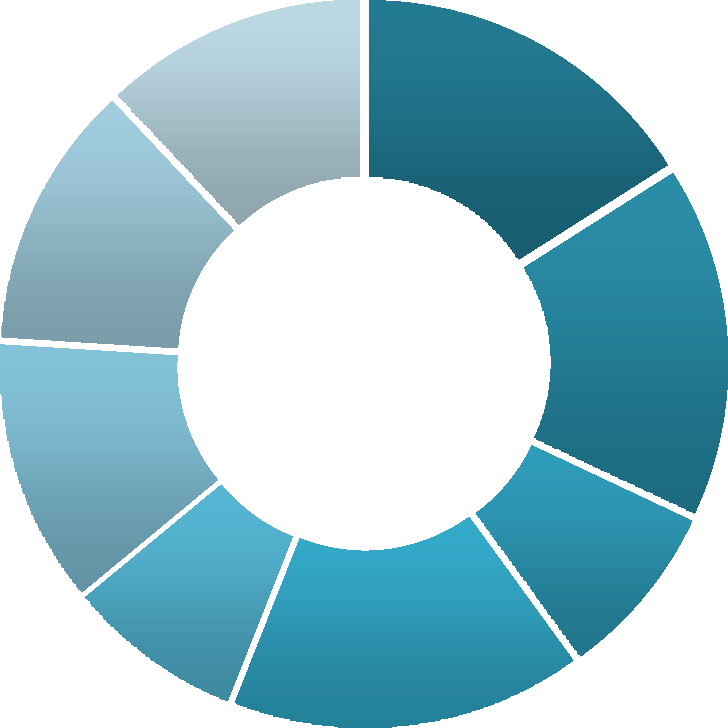
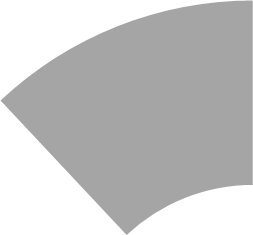
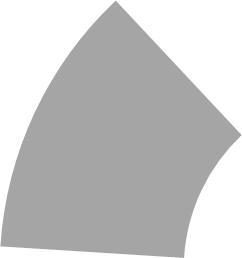
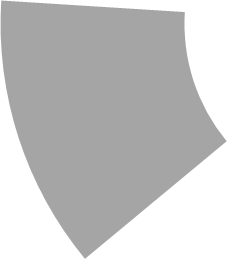
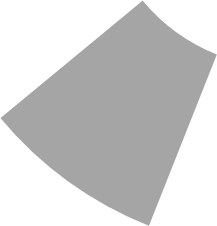
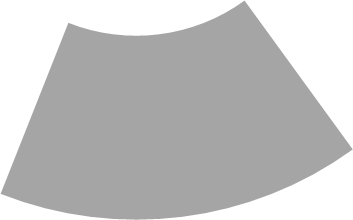
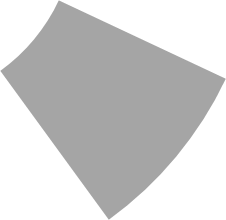
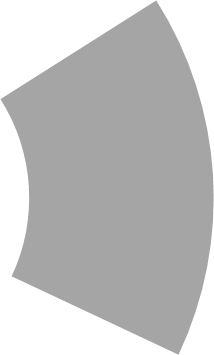
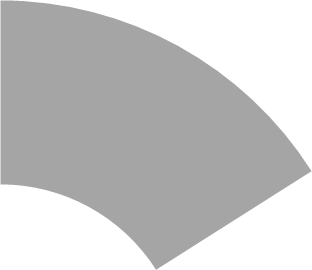
# Raghavendra Rao B S

### Payroll Process & General Accounting Management Professional

**Sound Experience in Indian Payroll Process, Statutory handling and returns, Form-16, employee grievance handling. and Sound Experience in General Accounting. Over 12+years of experience. Excellent Linguistic and interpersonal Skills.Hardworker. Team Player.**

 [bsraghurao@gmail.com](mailto:bsraghurao@gmail.com) + 91 9886701124

### LOOKING FOR…



**Technical Growth and Opportunities**

I am looking to spend the next 5 to 10 years of my career in a firm that nurtures and rewards hard work, honesty and transparency.

**Passion for Innovation and Creativity**

I am a fast learner and a perfectionist by nature, looking to diversify my technical knowledge, learn new innovative techniques and grow along with your prestigious institution.

**ROLES & RESPONSIBILITIES**

**E-TDS Returns & Issuing Form-16 All Statutory**

**Compliance Working Knowledge & Return**

**Full & Final Settlement**

**Experience in End to End**

**General Payroll**

**Accounting & Finance**

**Ledger Reporting &**

**Scrutiny Presentations**

**Posting JV**

**Entry Employees Grievance & Other Payroll Relate Works**

**Kick Boxing Travel Writing/Art SKILLS & COMPETENCIES**

**Technical Skills Interpersonal Skills Organization & Planning**

**Leadership Team Work**

**Presentation Skills**



**EXPERIENCE**

**Assistant Manager – Payroll**

**Karle Infra Pvt Ltrd, Bengaluru Sep 2017 – Present**

* ***Responsibilities:***
* Handling End to end payroll processing for India employees using **Saral Paypack**.
* Co-ordinate with various departments to obtain timely new joiner, resignee, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary.
* Preparing payment report Bank Upload (Salary upload format), uploading the bank file into bank website.
* Ensure adherence to **Statutory Compliance** as per the labor regulations.
* Prepare reconciliation salary Pay head wise Gross salary and net salary part to previous month to current month Salary register and Tax register.
* Flawless execution of payroll and **Full and Final settlement** for all leavers’ employees.
* Preparing reports for payment of statutory dues including **TDS**, **Provident fund**, **ESIC** etc. and remit all statutory payments on or before due date.
* Processing any Off cycle / Retro payments upon authorization
* Performing **standard Reconciliations’** like Input to Output, previous to current month, Head count, Bank account and PAN validations
* Conducting **RCA** [Root Cause Analysis] for the errors and Troubleshooting
* Handling Payroll internal and external audits
* Conducting training for new joiners on India Payroll
* Preparing **MIS reports** and Metrics such as On Time To Record reports related to TAT, Entity wise Wage Type Reports (WTRs), Net Pay Variance report, comparative payroll summary, Statistical reports like, Bonus & Commission, Headcount reports, etc.,
* Income tax quarterly **E-filing 24Q** (Part A and Part B) and Validating the Employees Income tax data for generating the form-16
* Solving **Help Desk queries** (Email, Telephonic & in Person)

**Exit formalities:**

* On receipt of resignation, updating all concerned departments about the person’s exit.
* Check the records for any outstanding to be received or to be paid to the exiting employee.
* Performing attrition analysis and submitting to management for review and action during management meeting.
* Seeing to it that full and final settlements are done on time.

**Performance Management System:**

* Seeing to it that all employees complete performance appraisal form
* Making new employees understanding the process of Payroll and attendance at the time of joining.
* Setting deadlines for mid-year and final review and seeing to it that review is done on time.
* Issuing increment letters to employees.

**HR Operations:**

* Responsible for issuing confirmation letters.
* Preparing warning, termination and transfer letters.
* Doing operations on in house software pertaining to employee record maintenance and updates.

**Achievements:**

* Successfully trained 3 new team members and got them accredited from our client.
* Reduced the number of Help desk queries by conducting appropriate Induction trainings for new joiners.
* Reduced the attrition level in our team by motivating the team members

**Rewards & Recognition:**

* “Received the Star Performer Award (Q4-FY-2017-2018) for Good Performance & complete the all pending task.
* “Received the Star Performer Award (Q2-FY-2018-2018) for Good Performance & complete the PMS task.

# Senior Associate

## Mindtree Ltrd, Bengaluru June 2016 – Sep 2017

* Accurately processed the monthly payroll using SAP software.
* Prepare payroll deductions, compute payroll adjustment & reconcile Loan & FEP accounts.
* Checking and ensuring proper tax deductions from salary and consideration of all perks to payroll input.
* Managed all payroll functions including preparing, reviewing, and processing monthly payroll for 17+ thousand employees.
* Transfer out employees Investment proofs and FEP claims validation/Approvals, Yearend pay calculation, ensure that, no Loans are pending for transfer outs in India and the Balance of Loan is closed on the last payroll.
* Salary comparison and analysis month on month on a sample basis and Vendor clearance.
* Considering the perk and validating the adjustment in the salary.
* Part of IT proof validation and helpdesk.
* Individual Employees payroll queries and Genie’s tickets handling and close as per the SLA.
* Payroll Statutory Deductions and Payroll Master Data Validations and Monthly Payroll Validation as per check list.
* All statutory Payments and Reports Preparing like; TDS, PT, PF, ESI, and LWF Report.
* Respond to payroll inquires within a reasonable time frame in a courteous and professional manner.
* Filing e-TDS Returns.
* Preparing and issuing Form 16.
* ’C, M, 7, 3’, Vendor code Reconciliation.
* Sharing other Geo input details to onsite departments and same can be uploading the MPOWER tool.
* Preparing salary advice and same can be sharing the report to Finance department after the approval.
* All new joiners PAN Validation doing in PAN Validation software (File based software).
* Sharing the documents to External vendor for filling the returns and client audit.
* Global day’s headcount preparation and Payroll headcount reconciliation on monthly basis.
* Follow up for the Statutory Bonus payment and filling the returns.
* Validation for employee’s master data, input and output data and output and input data checking and validating. Follow up for the Statutory Bonus payment and filling the returns.



**LANGUAGES KNOWN**

**English Hindi Kannada**

[**bsraghurao@gmail.com**](mailto:bsraghurao@gmail.com)

**+91-9886701124**

**DOB:12/02/1984**

**No-75, 6th Cross Chowdappa Layout Bengaluru-560089**

**Software Skills:**

* **Windows 2010, 2007 (MS-Word, MS-Excel, MS- Power Point)**
* **Working knowledge in SAP.**
* **Working knowledge in Relyon Payroll Software.**
* **Working knowledge in People Works Software.**
* **Working knowledge in Tally ERP.**
* **Working knowledge in PAN validation Software.**
* **Working knowledge in ETDS Return Software.**
  + **Achievements, Rewards & Recognition:**
  + Accountability Award: Within short span of time I shared the India related expenses files in proper format with 100% accuracy. Also meeting the timelines and following the process in Mindtree Ltd.
  + Team Spirit Award: November-16 Salary Management decided to pay the salary advance due to money demonetization and transfer the salary to Mindtree Employees before salary due date and this task completed successfully.
  + Perseverance Award: Some Mindtree Employees made mistake in filing the income tax returns and I took this task and completed this work and filing the return corrected and successfully.
  + A-Team Spirit Award: Done for yearend investment proofs activity for the FY-2016-17, delivering the salary in Jan and February with tax calculations. The window was open for 2 months, and the output is delivered with error free, and on time and successfully completed this program.

# Executive Accounts

## Zenith Software Ltd, Bengaluru Aug 2011 –May 2016

* Maintaining Daily books of accounts, and preparing Unit Wise Bank Reconciliation statement, and Ledger scrutiny of creditors and debtors etc.
* Invoice postings and Remote transition of Order to cash process which includes Billing, Invoice Preparation, and Cash application.
* Reviewing, verification, finalization and releasing of invoices generated.
* Performing Quality analysis of the invoices generated for attaining better accuracy.
* Downloading Bank Statements from respective bank accounts.
* Performing daily reconciliation between bank statement and Tally register.
* Handling E-mail Queries on Payroll, billing and invoice preparation.
* Preparation of Annual Reports as per client information like debtor reconciliation, exception reporting & cash in- flows and out-flows reporting.
* Preparing supporting documents for payments, discounts, taxes, balances due etc., as per client requirement.
* Customer Data Creation and Customer Master Data Modification.
* Monthly Employee travels bills receiving from state and branch wise and same can be checking and accounting.
* Processing payroll of more than 800 employees including IT management of employees.
* Invoice postings and Remote transition of Order to cash process which includes Billing, Invoice Preparation, and Cash application.
* Reviewing, verification, finalization and releasing of invoices generated.
* Handling petty cash and Maintain and update of Daily Cash / Bank Book, Cash memo & Sale Billing etc.
* PF Payments, PF Transferring, withdrawal, PF annual return, employee KYC details updating in Employer Login.
* Handling Setu software (Setu Jalgaon Maharashtra software) and approving the invoice receipts in software.
* Preparations of 16 taluka operators’ month wise collection details and rising invoices to operators.
* Follow-up with Jalgaon Taluka office towards payment and collection details.
* Full and final settlements are done on time.
* All statutory Payments and Reports Preparing like; TDS, PT, PF, ESI, and LWF Report.
* Filing Monthly and annual reports to VAT as per Karnataka VAT act and e-Sugam.
* Gratuity Calculations of employees and releasing the payment.
* Filing e-TDS Returns. Preparing and issuing Form 16 and Form 16A.

# Executive Accounts

## Biodiversity Conservation India Ltd, Bengaluru Apr 2011 –Aug 2011

* Making the Payment of Labors on weekly basis.
* Preparing and cash flow statement on daily basis and discussing the Manger for fund requirement.
* Bank Statement Reconciliation on weekly basis and updating to the manger for Fund requirement.
* Providing the payment details to sales team.
* Monthly once Debtors and creditors reconciliation.
* Visiting the sites and distributing payments to labor on weekly basis.
* Handling 6 Subgroup company’s Intercompany ledger reconciliation and passing the entries accordingly.
* Initiating Payment through RTGS / NEFT.
* Accounts Payable –Invoice processing, Accounting, and TDS processing.
* Coordinating with auditors for Account finalization.

# Executive Accounts

## Daedalus Consulting Pvt Ltd, Bengaluru Aug 2009 –Apr 2011

* Maintaining Petty Cash.
* Handling all types of books of Accounts like; cash and bank books, sundry debtors and creditors ledgers.
* Preparation of Bank Reconciliation on Monthly basis.
* Preparation monthly salary statement and same can be transfer the employees account
* Financial year end supporting the auditors and providing the document’s based on their request.
* Statutory Payments and TDS Returns, Service Tax, and PT, filling the form and making the payment within the due date. E-TDS return doing quarterly basis, Service Tax return submitting half yearly. And PT submitting the returns annually.

# Executive Accounts

## Manipal e-Commerce Ltd, Bengaluru Dec 2005 –Aug 2009

* Maintaining Petty Cash
* Creating Vouchers for Suppliers/Vendors.
* Preparation monthly salary statement and same can be transfer the employees account
* Handling all types of books of Accounts like; cash and bank books, sundry debtors and creditors ledgers.
* Preparation of Bank Reconciliation on Monthly basis.
* Financial year end supporting the auditors and providing the document’s based on their request.
* Statutory Payments and Returns-TDS, Service Tax, and PT, filling the form and making the payment within the due date. E-TDS return doing quarterly basis, Service Tax return submitting half yearly. And PT submitting the returns annually.

** PGDBA (Business Administration)** from Symbiosis, Centre for Distance Learning (SCDL-Pune)

**** **B.Com**. from Kuvempu University

 **SKILL SET**

* + **Communication -** Deal with a diverse set of consultants, contractors and Client representatives via

organized meetings, conference calls and well-structured e-mails on a daily basis.

* + **Problem Solving -** Specialize in identifying bottlenecks and conflict resolution essential for smooth flow of a project, issue of deliverables and design closure.
  + **Team Player -** Enjoy sharing knowledge and encourage the development of others to achieve specific team goals.
  + **Versatility & Planning and Organizing -** Easily adapt to any working style or situation to lead or to follow. Refined planning and meticulous organizational skills that balance work, team support, and ad- hoc responsibilities in a timely and professional manner.
* **Technical Knowledge -** More than 12+ years’ experience in in the field of Payroll Administration **-** Transition, Integration and Improvement, Skilled in handling documentation, presentations and knowledge transfer and General Accounting

|  |  |  |  |
| --- | --- | --- | --- |
| **Applied for the position: UI Developer** | | | |
| **Name of the Candidates** | Raghavendra | **Contact Number** | 9886701124 |
| **Alt. Number** |  | **E-mail ID** | bsraghurao@gmail.com |
| **Current Company** | Karle Infra Pvt Ltd | **Current CTC** | 7LPA |
| **Current Designation** | Asst Manager | **Expected CTC** | 8LPA |
| **Current Location** | Bangalore | **Preferred Location** | Bangalore |
| **Native Place** |  | **Professional Documents** | MBA |
| **Total Experience** | 12 Years | **Rel. Experience** | 12 Years |
| **Notice Period** | 30 Days | **How soon can join** | 26-01-2020 |
| **Reason of change** | Looking for Better Opportunity | **Any Interview /Offer** | Yes |
| **Aadhar No** |  | **DOB** |  |
| **Skill / Technology** |  |  |  |