**Divya P**

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**Objectives:**

Seeking a challenging position where my talents and skills are recognized and used to the best, contributing to the growth of the organization, and with scope for upgrading to latest technologies, in turn nurturing and improving my skills.

**Profile Summary:**

* **Around 6 years** of work experience in Payroll.
* Exposure preparing and submission of Final Pay slips and Salary related reports.
* Have strong knowledge in handling customers or end users.
* Strong verbal and written communication skills.

**Technical Skills:**

* **Software Products** – **Oracle**, Microsoft Office, People soft V8.9 and 9.2
* **Operating Systems** – Windows 9x/XP/Vista/7

**Employment History:**

* **ANZ** – as Analyst and Senior Analyst (HR Service Consultant) (**from May-2011 to Sep-2017** )
* **Axis Fortifications -** as Accounts and Payroll Executive (**from May 2010 to February 2011**)

**Career prospects:**

***Payroll Officer (Senior Analyst) – At ANZ Banking Group Limited from May-2011 to Sep-2017.***

Roles and Responsibilities: Exit Team

* Full and final settlement, salary estimations and Tax
* Processing payroll in PeopleSoft for Australian and New Zealand co-workers.
* Processing Government allowance, tax and leaves entitled for employees.
* Preparing and issuing final Payslip On behalf of ANZ.
* Attending and Resolving all the payroll related queries from the co-workers.
* Resolving queries raised by the team members & providing feedbacks on error made with corrective actions.
* Maker`s Check, part of new project Transition and data cleansing.
* Interaction with Quality Team for various process update.
* Contributing and implementing ideas for Process Development.
* Key player in the Exit (Full and final Settlement) management of Australian and New Zealand Employees.

Roles and Responsibilities: Employee Data Management Team

* New Hires, Transfer Promotion and Letters for Employee Background Check
* Processing New Hires, updating data of the employee for Australian and New Zealand co-workers.
* Processing Transfer and Promotion
* Issuing letters for the staff like Service letter, Master health check-up Letter, Employment and Earning Letter.
* Providing employee verification letters for 3rd party and internal for Australia, New Zealand and India (Single handling the process)
* Updating data for other countries like China, Singapore, Hong Kong Vietnam, Cambodia etc. (this includes 33 countries)

**Tools/Technology used:**

* People soft Version 8.9 and 9.2, Windows XP, MS Office & Taleo.

**Achievements/Innovations:**

* HR operations Winner and Runner-up awards.
* Zero Error Hero award for maintaining Quality.
* Received many appreciations from the Hiring Managers, Business heads for Best performance.

***Accounts & Payroll Executive – At Axis Fortification Pvt. Ltd from May 2010 to February 2011.***

Roles and Responsibilities:

* End to End payroll functions on Reylon Saral PayPack.
* Maintaining day to day transactions.
* Raising/processing of Invoices.

**Tools/Technology used:**

* Reylon Saral PayPack, TallyERP9, Windows XP, MS. Office.

**Key Skills:**

* Team Handling, End to end Processing, Reports.
* Payroll operations- India, Australia New Zealand and other APEA countries.
* Vendor management, Employee Background Verification, Material Procurement
* Data management.
* PeopleSoft 8.9 & 9.2, Taleo, Outlook, MS. Excel.

**Academic Qualifications:**

* Certified Customer Service Professional from the Customer Service Institute of Australia
* Post Graduation Diploma in Human Resources Management from HR Global (Accredited by International Accreditation Organization, HSA)
* Diploma in fashion technology from Indian Institute of Fashion Technology (IIFT)
* PUC from Sree Ayyappa Educational Pre-University College, Bangalore University (2006)
* SSLC from Schoenstatt St Mary's High School, Bangalore (2004)

**Strengths:**

* Inquisitive nature to learn.
* Well confident and determined.
* Team Player and ability to manage pressure.
* Administrative and Leadership capability.
* Positive work ethics, interpersonal and motivational skills.

**Area of Interest:**

* Human Resources Management - Recruitment
* Payroll (Preparing Salary for employees and End to end processes)
* Finance & Accounting
* Customer Service Centricity

**Personal Profile:**

Date of Birth : 16/March /1987

Gender : Female

Marital Status : Married

Passport No : N4190924

Languages Known : English, Hindi, Malayalam and Kannada

**Permanent Address:**

#19/294, Kannamwar Nagar 1,

Vikhroli East, Mumbai – 400083

**Declaration:**

I hereby affirm that the above information is true to the best of my knowledge.

Date: 04/03/2018

Place: Mumbai Divya.P