

AKSHITHA C A

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CAREER OBJECTIVE:

Seeking a challenging position to keep my learning curve positive And To be part of a challenging environment in any suitable Industry which allows me to demonstrate my skills and which encourages learning new domains and creativity, which provides exposure to new ideas, stimulating personal and professional growth.

PROFESSIONAL SUMMARY:

- Result oriented professional with close to 9 Years of hands on professional work experience in in Payroll & **F & A**, responsible for all activities; related to Payroll Processing to month end close.
- Specialized in US payroll, Overseas Payroll.
- Ensuring Tax Compliances and preparing reports as per **US Payroll standard**.
- Honesty, diligence and ability to accomplish task before the deadline.
- Ability to work independently and also with the team.
- Detail oriented, flexible, adaptable and ability to work with people from multiple cultures.
- Proficiency in ERP Payroll Software People Soft, ADP (pay force), Quick view, DASC Website, DART Mail Timenx, Proficient in MS Excel, MS word, MS PowerPoint and MS Outlook Applications (MS office), SAP (Systems, Applications, Products in Data Processing), (Success factor).

PROFESSIONAL WORK EXPERIENCE:



3. Current Employer: Infosys BPO Limited

Designation: Process Specialist

Duration: From Feb 2014 to till date

Roles and Responsibilities:

- Handling end to end payroll for 4 major countries (US and South Africa and Netherlands, UK).

US Payroll

- US Monthly, semi-monthly, bi-weekly
- Computing base salary and arrears from date of travel/joining.
- Variable pay computation and validation of input provided by HR as against the amount mentioned in offer letter.
- Validation of the bonus provided by HR as against the budget or billed by client
- Computation of leave encashment based on eligibility of employee as per company policy.
- Full and final settlement for resigned expat and terminated employees.
- Ensuring timely deduction of advance issued for expat employees as per company policy.
- Providing input to service provider (New Hire, salary input, insurance & deduction input) reconciliation of input v/s output and handling employee queries.

- Computation of taxes (Federal, Social Security, Medicare, state tax state unemployment and disability insurance) based on exemption mentioned by employee in W4.
- Reconciling the output and input post completion of process and handling employee queries
- Issuing of India salary certificate based on travel period since earning from base location is taxed in overseas as per global taxation
- Year-end tax returns data reconciliation, issuing W2 and India tax certificate.

South Africa Payroll

- Preparing of Payroll File, incorporation of advices which include payments (variable pay, annual bonus, additional allowances and fuel card, 13th month Bonus) and deductions (Medical).
- Preparing GL reconciliation report.
- Reconciling input v/s output.
- Validating Leave master file (Annual leave, sick leave, study leave, compassionate leave, family responsibility leaves)
- Validating taxes and deductions.
- Checking Pay slip and pay register.

Netherland Payroll

- Monthly Payroll
- Car mileage Claims are incorporated in XL sheet for taxable & Nontaxable.
- Updating validating Purchase days, A la Carte, travel payment, social plan payment.
- Validating various inputs like HVT payment, OT payment, Anniversary payment, and 30% free allowance.
- Reconciling input v/s output
- Preparing schedules.
- Playing checker role with compliance and all type of payments in SAP.
- Vendor payments, salary payments, invoice payments.

(Australia) Position Management (Optus Client)

- Creating positions and updating in the system.
- Updating employees leave status.
- Worked on SAP (Success factor).
- **Travelled Australia on a new project (Optus).**
- **Trained a team on new process for one year.**

UK Payroll (RSA Client)

- Responsible for Coordinating & Communicating the final deliverable to the client.
- Handling UK payroll process – Responsible for activities like Maternity, paternity, Sickness and Sabbatical leaves, sabbatical leaves and career break.
- Tax code and bank details updating for employees through SAP tool.
- Pay checking and Tolerance check activity after the payroll process every month and coordinating with rewards team for retention bonus pay to employees.
- Reconciliation of critical accounts, flex benefit account and sending reports for final authorization to the head of operations.
- Clarifying the employee's Pay slip, Tax and National Insurance query if they request for more clarification.
- Generating Weekly & Monthly leavers Report and Share save & Share build report from SAP and send it to business as a monthly basis.



2. Previous Employer: **Outsource Partners International Pvt Ltd (EXL Services)**

Designation: **Associate**

Duration: From May 2012 till 14th Feb 2014

EXL (NASDAQ: EXLS) is a leading provider of Transformation and Outsourcing services to Global 1000 companies in multiple industries including insurance, banking, financial services, utilities, transportation and travel.

Worked for KPMG (US Payroll)

Roles and Responsibilities:

- H R Audit Report (Daily work and Future Dated work).
- Salary Calculation and adjustment.
- Overpayment calculation and adjustment.
- Preparing online and offline checks.
- Processing of approved expenses and refunds.
- Reviewing of salary has been paid correctly to the Hourly and semi monthly basis employees.
- Calculation of Leave Balance Accruals (PRA, PER, PTO).
- Updating the Bank Account Details.
- Processing the manual reversal checks.
- Processing of W4 (With holding allowance and tax related conditions).
- Processing of PARS (Different types of Bonus).
- Updating tax data (applicable conditions) and suitable deductions.
- Processing of Tax Balance Adjustments if necessary.
- Termination (final payouts).
- Reporting to the Team Leader, Process Manager and onsite team.
- Working in People Soft, Timenx and time keeper.

Accomplishments:

- Error Report.
- Term with checks.
- Employee not processed Report and training to new joiner.
- Reconciliation Report's. Like,
- PK1 and PK2
- PARS Reconciliation.
- 401K.
- MISC1 Reconciliation.

1. Previous Employer: **Target India Pvt Ltd**

Designation: **Accounting clerk on Payroll project**

Duration: From **Sep** 2011 till May 2012

Roles and Responsibilities:

- Have been handling W-4 forms, which forms a part of the US Payroll process.
- Knowledge of US Income Tax and payroll concepts (Federal, State, Local).

Achievements:

- **Certification of Appreciation Awarded by KPMG** - Awarded as most improved processor of the year at EXL.
- Have had 100% Productivity rate with respect to the task of auditing the US Tax 4 forms (W4 form).

Academic Project:

- Done the project on “EVALUATION OF FINANCIAL PERFORMANCE” In Bangalore City at “BANGALORE CITY CO-OPERATIVE BANK” (BCCB).

Education Qualifications:

S No	Education	Name of Institution /University	Year of Passing
1	MBA	Rajiv Gandhi Institute, Bangalore (VTU University)	2011
2	BBM	First Grade College KGF, Bangalore University	2009

Personal details:

DOB	28 th Mar 1989
Nationality	Indian
PRESENT ADDRESS	Electronic City, Bangalore, Karnataka
PERMANENT ADDRESS	Channarayapatna, Hassan, Karnataka
LANGUAGE PROFICIENCY	English, Telugu, Hindi, Tamil and Kannada

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Yours Faithfully

Place: Bangalore

{ **Akshitha C A** }