Gulam Moinuddin Khan #10, Ahiri Pukur 1st Lane, Kolkata- 700 019

+91 8884175885

+91 9738339347

[khangulammoinuddin@gmail.com](mailto:khangulammoinuddin@gmail.com)

# Objective

* Looking towards a career in an organization offering growth and new opportunities where I can utilize my skill and knowledge to the best of my ability and contribute to the successful functioning of the organization.

# Skills

* Payroll
* HR operations
* Training & Development
* Report Preparation
* Filing Tax Credits

# Technical Skills

* MS Office
* Outlook
* Mainframe System
* SPSS
* Oracle Payroll Tools
* Scout works
* EY Maxx Tool

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| --- | --- |
| **Experience** |  |
| **Ernst & Young** | Bengaluru, India |
| **Analyst – Indirect Taxes** | Feb 2016 – Till Date |
| * Filing tax credits for Designated group of people on behalf of Clients * Keeping track of Corporate Tax paid by Clients and Reserve Account maintained by State Government * Handling Benefit Charge Statements sent by State Government, adjusting the records on timely basis and informing the Clients in case of any discrepancy * Requesting State Government for Relief of Benefit Charges as and when required * Dealing with Unemployment Insurance Determinations from State Government * Accepting or Protesting UI claims depending on the situations * Handling Hearing Decisions and Board of Review Decision | |

|  |  |
| --- | --- |
| **Tesco Bengaluru** | Bengaluru, India |
| **Officer- People and Payroll Services** | Dec 2014 - Jan 2016 |
| * Calculating Wages, Voluntary deductions to complete Payroll every month * Processing payment for Employees (within 1 day, 3 days and 1 month) * Stopping the payment from getting credited to the Account of the Employees as and when required * Setting up trace if the Employee does not receive pay, investigating and finding the problem to ensure that the pay reaches on time * Working on the rejects report from HSBC, coordinating with bank and Employees, following up to ensure that all Employees get paid correctly * Interacting with Compliance Manager, Wages Clerk, bank and coordinating various tasks related to Payroll Department * Changing Bank details of Employees on system in order to ensure that pay gets credited to the correct Account * Handling all monthly bank transactions and reporting the same on monthly basis to the management team * Preparing and sending reports to senior management and 3rd party on weekly and monthly basis * Working on Duplication reports to avoid overpayment on weekly basis * Scrutinizing Payroll for errors and discrepancies * Responsible for arranging data and information by extracting from source documents and arrange it in prescribed format | |
| **Education** |  |
| Visvesvaraya Technological University | PES Institute of Technology |
| Master of Business Administration | July 2014 |
| Percentage: 67 |  |
| West Bengal University of Technology  Bachelor Of Business Administration Percentage: 73 | Pailan College of Management  April 2012 |

# Achievements

* Received Star of the Month (SOM)
* Received Team of the Quarter
* Maintained 100% quality standards consistently for 1 year
* Performed Quality Control activities in the team for 3 months successfully
* Ability to successfully train new joiners
* Cross-Training initiative helped the resources to be more efficient

# Passport Details

Passport No. : H6648393

Date of Issue : 02/09/2009

Date of Expiry : 01/09/2019

Place of Issue : Kolkata

# Personal Details

Date of Birth : 20th March, 1991

Language : English, Hindi & Bengali

Interest : Listening music, interacting with people

Strengths : Self-confidence, Communication and Collaboration, Adaptability

Gender : Male

Nationality : Indian

Religion : Islam

Marital status : Single

*Date: Gulam Moinuddin Khan*