

## **RESUME**

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### **Career Objective**

With 10+ years of work experience in the field of HR & Payroll I develop an insatiable desire to continuously strive for the prosperity of the organization by exhibiting the competence and the knowledge acquired, further optimizing the resource utilization for maximization of output and in the process developing myself as an asset to the organization

### **Professional Summary**

An Enthusiastic professional with hands on experience in Payroll Software (SAP, SARAL), accounting areas, Tally, MS-Office and statutory areas (PF, ESI, PT, LWF and TDS).

### **Experience details**

Company Name	PwC
Designation	Sr. Associate
Duration	Dec-2021 to Present
Company Name	SIEMENS
Designation	Process Associate Hire to Retire
Duration	Jan-2019 to Dec-2021
Company Name	Quess Pvt Ltd (Mindtree Ltd)
Designation	Payroll Executive
Duration	May-2016 to May-2018
Company Name	Mynd Solutions Pvt Ltd
Designation	Payroll Executive
Duration	Dec-2013 to Dec-2014
Company Name	Ascent Consultancy Service Pvt Ltd
Designation	Payroll Executive
Duration	March-2011 to Feb-2013

### **Education details**

Education	University/board	Year of passed
S.S.L.C	K.S.E. Board. Bangalore	March- 1999
P.U.C (Commerce)	P.U.C Board, Karnataka	April -2001
B.Com (Commerce)	Gulbarga University	May -2004

Unrestricted

## **BRIEF DESCRIPTION OF JOBS ROLES & RESPONSIBILITIES:**

### **Ascent Consultancy Pvt Ltd (From March-2011 to Feb-2013)**

- Processing Indian payroll end to end,
- Processing reimbursements bills, reconciliation.
- Preparing statutory reports (PF, PT, ESI, LWF and TDS), and Generating Challans for Payments.
- Preparing JV for accounting purpose and TDS return.
- Validating Investments Proofs and Declaration. (Yearend activity) and issuing form 16
- Involvement in quality checks for processes, deliverables, and trainings

### **Mynd Solutions Pvt Ltd (26-Dec-2013 to 05-Dec-2014)**

- Collecting Input from respective stakeholder, processing payroll, verification input vs output and calculation.
- Reimbursement bills, income tax declaration working, calculating and reconciliation.
- Preparing statutory Reports and follow up with finance team for payment be within the due date, and Full & Final settlements.
- Post payroll activates, Processing Form 11, 2, 13 and withdrawal forms.
- Handling employees' queries of Payroll, PF, income tax and reimbursement.
- Updating the PF tracker (form 9) Verifying and approving form 13 application
- UAN activity, approving transfer in, transfer out, KYC, and previous employer confirmation.
- Preparing statutory reports (PF, PT, ESI, LWF and TDS)

### **Mindtree Ltd (Megna infotech) (04-May-2016 to 25-May-2018)**

- Processing India payroll and Processing payroll for Ireland, Germany and Denmark Payroll.
- Collecting Input from respective stakeholder, update in respective country payroll input template share to payroll partner for payroll, processing COC.
- Once we received payroll output validate input vs output,
- Preparing pay register and bank statement to credit the salary. Follow up with payroll partner for SSC and income tax remittance reports detail.
- Prepare JV for accounting purpose.
- Processing Salary advance, House advance and school fees invoice processing.
- Vendor account (FBL1N) clearing, monthly and Handling COC with EPFO.

### **SIEMENS (From 21-Jan-2019 to 13-Dec-2021)**

- Updating Payroll inputs in SAP from source day by day and Processing Off-cycle Payments.
- Updating time events for workers and Co-ordinate with Location HR for payroll correction.
- Once run the payroll validating inputs vs outputs, statutory deductions (PT, ESI, LWF and TDS) payments and returns,
- preparing control reports, salary register, bank file to deliver error free outputs.
- Preparing Meal card reports and load to employees' card and Star award reports.
- Handling Independently payroll other Entity (Two) end to end.
- Preparing statutory report and share to Finance team for payments.
- Validating income tax proof and updated in the SAP and E TDS Filling and issuing form 16
- Co-ordinate with various departments to obtain timely new joiner, resigned, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each employee.
- Co-ordinating with Finance team for payroll reconciliation and Sodexo recharge

**PwC (From 21<sup>st</sup> Dec 2021- to Present)**

- Collecting payroll inputs from HR, preparing payroll inputs in SSL file format and share to payroll vendor as per calendar
- Co-ordinating with Payroll vendor for payroll activities
- Payroll validating inputs vs outputs, statutory deductions validation (PT, ESI, LWF and TDS)
- Preparing control reports, MIS reports, bank files and taking approvals from manager for salary disbursements
- Preparing statutory report challans and share to ap team for payments.
- Validating income tax proofs for exit employees and active employees
- Co-ordinate with various departments to obtain timely new joiner, resigned, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each employee.
- Handling Employees queries and helpdesk
- Preparing Payroll accounting JE and preparing statutory trackers
- Co-ordinating with internal and external auditor for auditor closure
- Handling pf Query's and pf forms submission to EPFO Departments
- TDS Filling Quarterly Returns and issuing Form 16.
- Sodexo Activities
- Generating PF ECR challan , payments, PF forms and Handling PF query's

**Personal Profile**

Father Name : Shivasharanappa Aurad  
Date-of-Birth : 05-Aug-1983  
Marital Status : Un-Married  
Gender : Male  
Permanent Address : # 1-1253 Telkar layout, kusnoor road,  
Gulbarga-585106.  
Languages Known : English, Hindi and Kannada.

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

(MANJUNATH AURAD)