

# **BANISETTI GANGADHAR RAO**

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## **Professional Summary**

Qualitative experience in the areas of UK HRO, Payroll Operations & Client Servicing. Highly efficient and accomplished professional with 5.5 years of hands-on experience in Learning & Development, HRO Administration & Payroll.

## **Experience**

### **Process Expert - HRO & Payroll**

#### **UK Geography HRO Administration & Payroll**

TCS (April 2021-Present)

- Processed P45, P46 (Starter Checklist), P6, P9, SL 1, SL 2, PGL1, PGL 2, PGL 4.
- Auto Enrollment (A.E.) and other pension related terms.
- Pre Tax & Post Tax income & deduction, Childcare voucher, Cycle to work.
- RTI submissions EPS, FPS.
- Statutory payments like SSP, SMP, SAP, SPP, Apprentice Levy & Apprentice Allowance.
- Current UK legislation Tax Slabs, NMW, NI slabs.
- Court orders processing.
- Manual calculate Student Loan, PGL Loan, Tax and Pension.
- Made CHAPS payments (Immediate payments).
- Performed manual overpayment calculations & created overpayment letter.
- Prepared and reconcile the Tax and Pension uplift for the new financial year.
- Dealing with the Annual Pay review (Salary change, Allowance rate change, Overtime rate Change, Bonus etc.).
- Dealing with the quarterly increase advisory Mileage Rates for mileage claim rate chart.

Performed User Acceptance Testing (UAT). and User Verification Testing to provide post 'go live' project support to business users.

### **Subject Matter Expert - HRO (HR Administration and Learning & Development)**

#### **UK Geography**

TCS (April 2021 - April 2022)

- Hands on experience in using the applications SAP & Workday.
- Collection and verification of Admin data for reconciliation purpose.
- Employee Life cycle – Hire to Retire, Org-structure and Absence management.
- Processing of the Admin data in accordance with the prescribed timelines.

- Maintaining Salary, Allowances and deduction in Workday tool.
- Processing late Leavers & Lateral change requests.
- Providing resolution to the payroll queries over the emails to the clients based in UK.
- Payroll & Statutory Benefits - Process, Administration and manage Statutory Compliance.
- Publishing the payroll processing status reports & service request status reports on weekly basis.
- Ensuring the monthly payroll has been processed within the timelines.
- Preparation of SOP documents and process flow charts.

## **Human Resource Specialist – Learning & Development and HR Administration**

### **UK Geography Learning & Development and HR Administration**

TCS (Nov 2019- April 2021)

- Employee life cycle management (Hire 2 Retire)
- Employee onboarding and employee ID generation
- Resolving the queries received from the client and handling the client escalation calls.
- Employee data changes maintenance and validation.
- Absence management
- Statutory Compliance – Maternity, Paternity, Adoption & etc.
- Dealing with day-to-day Employee and Client queries.
- HCM Reporting

**Trainee - TCS** (Nov 2018 – Oct 2019)

- Started my career in TCS, as a Trainee. The nature of work was Learning & Development which includes planning the 52 training sessions simultaneously for over 3000 employees. later on, pickedup Hire 2 Retire to support HRO process due to business challenges.
- Employee life cycle management (Hire 2 Retire) and Absence management.

### **Achievements**

- 3 Star Performer Awards received
- 2 Special Initiative Award
- Service & Commitment Award
- Best Performer Award received from Client

### **Initiatives**

- Working on Workday and been a key performer at the time of transition from SAP to Workday
- Knowledge gap sessions bi-weekly to enhance productivity and accuracy of the team.
- Conducting trainings at Process level
- Been a QC execute for last 1 year focusing on Accuracy and TAT.
- Identified and fixed couple of errors after discussing with Client in system after Transition from SAP to Workday.

### **Skills**

- Advance Excel
- Power point
- SAP to Workday.

### **Education**

Bachelor of Commerce (Accounts Hons)  
West Bengal State University (2015-2019)

### **Personal Info**

- Nationality - Indian
- Marital Status - Married
- Gender - Male