



General Manager (Payroll Head) with **22.5 years** of rich experience in **spearheading end-to-end payroll processing**; targeting leadership assignment with an organization of high repute

PROFILE SUMMARY

- **Chartered Accountant** with experience in managing **end-to-end payroll implementation (implemented SAP Payroll Module)** and providing support for Payroll Solutions
- Excels in managing **payroll operations involving** payroll processing on **SAP**, maintaining records, ensuring timely payment of salaries, maintaining tax & other statutory compliances and implementing financial procedures projected towards organizational goals to maximize profitability
- Pivotal in **streamlining & implementing entire Payroll Process** within 3 months
- Expertise in **ensuring payroll processes are performed in accordance with agreed procedures** while meeting all accuracy, timeliness, satisfaction and Net Promoter Score (NPS) metrics
- Rich experience in **designing, implementing and administering payroll policies & procedures** to ensure accurate & timely compliance with statutory obligations
- Hands-on experience in **preparing periodical TDS & annual salary certificates**; expertise in managing activities related to deduction of tax from salaries, issuance of salary certificate (Form 16) to the staff and filing of E-TDS salary returns
- Versatile, high-energy professional with capability in achieving business growth objectives with excellent communication, people management, analytical and problem-solving skills

CORE COMPETENCIES

Payroll
Management

Auditing &
Taxation

Policy and
Regulation
Compliance

Statutory
Compliance

MIS Reporting

Operations
Management

SAP
Implementation

Strategic
Planning

Employee Data
Management

People
Management

CAREER TIMELINE

Apr'99 - Jun'06
Kuwait Airways
Corporation as
Payroll
Accountant

Jul'06 – Dec'07
Reliance
Communication
s Limited as
Manager –
Payroll

Jan'08 – Jul'08
Syntel Ltd. as
Manager –
Payroll

Jul'08 – till date
Lodha
Construction as
General
Manager
(Payroll Head)

IT SKILLS

- MS-Office, SAP-PY Module, Internet Application

EDUCATION

- 1996: **Chartered Accountant** from ICAI
- 1993: **B.Com.** from SIWS, Mumbai University

WORK EXPERIENCE

Lodha Construction, Mumbai as General Manager (Payroll Head)

Joined as **Manager** and promoted to the position of **General Manager**

Jul'08 – till date



Key Result Areas:

- Spearheading the **entire gamut of payroll processing and employee reimbursements**; steering a team of 6 members, allocating & monitoring the team member's workflow and preparing dashboards for management review
- **Implementing & administering payroll policies** to ensure accurate and timely compliance with statutory obligations
- Developing & maintaining documentation and controls for all payroll related activities and procedures; acting as the main contact for all payroll related issues

- **Providing information and timely responses** to internal & external customers regarding payroll issues
- **Delivering guidance to the payroll processors** and workflow to ensure timely & accurate payroll processing; conducting final audits both post and pre payroll input with Payroll Specialist
- **Addressing payroll grievance** from employees including Income Tax queries in coordination with HR for hassle-free payroll process and finalisation coordination with SAP System from time-to-time for statutory changes and implementation of the same
- **Monitoring year-end collection** of Investment and reimbursement Proof, checking and validating the same
- **Collaborating with Auditors** directly for the confidential payroll data
- Ensuring correct booking of salaries, filing of E-TDS returns and issuing Form 16
- **Arranging meetings with PF/Statutory Officers** from time-to-time on issues related to Statutory Compliances
- **Liaising with various-tax authorities** for timely filing of TDS, returns; managing matters related with payroll tax assessments and benefits related to tax exemptions
- **Performing finalisation of audit** related to payroll in coordination with Business Finance Team
- Administering Reimbursement (CTC & non CTC) Process as well as Full & Final Settlement Process
- Managing **7-8 SAP automation projects** like e-clearance/separation, reimbursement portal, Forex portal and so on
- **Delivering training to multiple Payroll Associates** regarding India Payroll Process and Statutory Compliance
- **Monitoring monthly budgets** with actual payroll cost and analysing variance
- **Ensuring monthly payroll accounting** and providing accounts team various provisions for quarterly accounts closing

Highlights:

- Successfully **implemented SAP Payroll Module** with the help of SAP consultants
- Conferred with **high performer rating** for continuous period of 5 years
- Played a key role in **streamlining Non CTC Employee Reimbursement Process**
- Steered efforts in **successfully completed SAP Automation Projects**

Syntel Ltd., Mumbai as Manager – Payroll

Jan'08 – Jul'08



Key Result Areas:

- Managed **monthly payroll processing activities** of 5 group entities (more than 11000 employees)
- **Addressed & resolved employee's queries** related to taxation & tax saving investments
- Executed **monthly variance analysis**
- Administered activities related to **timely & proper processing of onsite allowance and payment of statutory liability**
- Provided **timely & correct information to Billing Team** regarding onsite employees

Reliance Communications Limited, Mumbai as Manager – Payroll

Jul'06 – Dec'07



Key Result Areas:

- **Managed monthly payroll processing activities of more than 15000 employees of Reliance Group Companies on SAP**
- Prepared **quarterly E-TDS Return (Salary)** for Reliance Communications Ltd. & other group companies
- Administered **activities related to updation of tax saving investment proof** in the system
- Managed **monthly off-cycle (Employee Reimbursements) Payroll Processing & Payments on SAP**
- Handled **Full and Final Settlement** of employees



PREVIOUS EXPERIENCE

Kuwait Airways Corporation, Mumbai as Payroll Accountant

Apr'99 - Jun'06



ARTICLESHP

S N Dhalla & Co. (CA Firm), Mumbai as Article and Audit Trainee

Jul'93 – Mar'99



PERSONAL DETAILS

Date of Birth: 21st October 1972
Languages Known: English, Hindi Marathi and Gujarati
Address: C-604, Gokul Paradise, Thakur Complex, Kandivali (East), Mumbai – 400101, Maharashtra