

# AANAND KUMAR SINGH

Mobile: +91-9030030006

Email id: [anand.ampersand@gmail.com](mailto:anand.ampersand@gmail.com)

## CAREER OBJECTIVE:

To work in an environment with a responsible position, where my skills and knowledge are utilized to the maximum for the growth of the organization, which in turn helps me to improve further.

## PROFESSIONAL SYNOPSIS:

Qualified bachelor's in computer science & engineering with about 14+ years of experience in the field of **Indian Payroll Management** & Payroll Implementation with a proven ability in Tax calculation, validation of Income Tax proofs, training and handling the payroll team, Grievance Handling, e-TDS Filing, Income Tax Computation, Payroll Audit, Investment Declaration Audit, Statutory filing, Statutory-Labor Compliances, and Industrial Relations.

## AREAS OF EXPERTISE:

- Total 13 Years + **Indian Payroll experience** in GreytHR (Greytip), HR Mantra, Beehive, Darwin & Saral Payroll Pack along with software implementation, HR Mantra & Genius (Sag InfoTech).
- CTC calculations, issuing offer/Appointment letters, Offer confirmations/declines.
- Handling the joining formalities and Induction program.
- Leaves & Attendance Management, OT Calculations.
- Payroll processing. (Salaries & Incentives)
- Statutory Compliances, PF, ESI, PT online filing, e-TDS filing.
- Experience in preparation of Payroll data for salary processing, Salary restructuring, Payroll validation and auditing of payroll data.
- Experience in handling employee queries and providing effective query resolution.
- Experience in Tax calculation and validation of Income Tax proofs.
- Experience in Filing Quarterly returns for TDS deducted on Salary.
- Experience in handling Income Tax Notices and working on Defaults and Demands.
- Experience in Handling Statutory, Internal, SOC and Compliance.
- Grievance Handling & Disciplinary Procedures
- MS-Office (Excel, Word, and Outlook).
- Software Deployments.
- Networking (Basic)
- Application Development

## ORGANISATIONAL EXPERIENCE:

**OREMUS CORPORATE SERVICES PRIVATE LIMITED**

**July'2015 to till date**

**Designation: Manager Payroll**

### **Job Description:**

- Handling Team with **Indian Payroll end to end process of 25+ clients with head count 30K+.**
- Responsibility for onboarding clients with all the requirements.
- Ensuring timely Salary disbursement for employees on the last working day of the month.
- Ensuring timely posting of Salary Journal in books of accounts for monthly accounting purposes.
- Handling Monthly Payroll Closing and passing accounting entries in Payroll Software.
- Adhering to all Income Tax Rules and other statutory compliances.
- Ensuring timely payment of statutory dues like Income Tax, professional Tax Provident Fund and pension.
- Ensuring timely filing of returns for professional tax paid and handling periodic assessment carried out by Professional Tax department.
- Handling escalations and other employee queries on a day-to-day basis.
- Validation and approval of Income tax proofs submitted by employees at year end.
- Timely Processing and Payment of Full and Final settlement for separated employees.
- Ensuring Timely submission of Tax returns for TDS deducted on salary and TDS deducted on payment of vendors before due dates.
- Timely issue of Form-16 to employees and TDS certificates to vendors.
- Timely response to Income Tax Notices and working on demands and defaults generated in TRACES.
- Ensuring correct and timely payment of gratuity as per the Payment of Gratuity act.
- Providing Actuarial valuation Report to Actuaries for valuation of leave balance and Gratuity at year end.
- Handling Statutory, Internal and Compliance audit being conducted from time to time providing all required information and handling audit queries Auditors.
- Ensuring timely payment of statutory dues like Income Tax, professional Tax Provident Fund and pension.
- Ensuring timely filing of returns for professional tax paid and handling periodic assessment carried out by Professional Tax department.
- Handling escalations and other employee queries on day-to-day basis.
- Validation and approval of Income tax proofs submitted by employees at year end.
- Timely Processing and Payment of Full and Final settlement for separated employees.
- Ensuring Timely submission of Tax returns for TDS deducted on salary and TDS deducted on payment of vendors before due dates
- Timely issue of Form-16 to employees and TDS certificates to vendors.
- Timely response to Income Tax Notices and working on demands and defaults generated in TRACES.
- Ensuring correct and timely payment of gratuity as per the Payment of Gratuity act.

- Providing Actuarial valuation Report to Actuaries for valuation of leave balance and Gratuity at year end.
- Handling Statutory, Internal and Compliance audit being conducted from time to time providing all required information and handling audit queries Auditors.

**Relyon Softech Limited**

**April' 2010 - July'15**

**Designation: Associate Team Lead**

**Role & Responsibilities:**

- Handle the team and needs to be implement the Saral products on time.
- Saral Pay Pack Installation in client's machine offline/online with all the payroll settings as per the act and needs to be run the 1st payroll with accuracy reports.
- To train the clients on Saral Products (Pay Pack, Attendance, PF/ESI Modules and Income Tax module) software.
- Handling the support calls and needs to resolve the queries/issues via remote.
- Onsite visit needs for major issues in payroll
- Need to customize the reports as per client requirement using scripts and SQL in Saral Application.
- Finally, Client satisfaction is very important.

**Sahithi Systems (P) Limited**

**Jan' 2008 - Feb'10**

**Designation: Software Programmer**

**Worked for Client "EC (Election Commission)" and Project is "EPIC (Electronic Photo Identity Card)"**

**Project Description:**

**EPIC** Software has 2 Modules

**1. Integration Module to handle back-end operations.**

- The data generated at various levels based on the Mother Roll.
- Mother roll supplements data.
- Continuous e-roll entries round the year.
- EPIC photographs for the corresponding rolls

**2. Photo E-Roll Module to handle data updations**

- Copying data from Integration Module backup

- Additions/ Deletions/ Modifications of data
- Additions/ Deletions/ Replacement of Photos
- Backup of completed parts data to copy into integration module MIS Reports

#### **Responsibilities:**

- Creating web pages using ASP. Net, HTML, JavaScript, in Visual Studio.Net 2.0 Used ADO.Net to access the SQL Server database.
- Used Ajax asp.net to increase performance and usability.

#### **Environment:**

Visual Studio. Net 3.0, ASP. Net, C#.Net, SQL Server 2005

### **Academic Projects**

#### **Project # 1**

Project Title	: <b>"WEB BASED PROFILING SYSTEM"</b>
Client	: CMC Ltd.
Duration	: Jan 5th 2007 to Apr 9th 2007
Team Size	: 2 members
Environment	: Windows 2000/XP
Developed In	: "JAVA" Language.

#### **Description:**

WBPS Stands for Web Based Profiling System. WBPS was built as a possible software application to be used by any College Computing administration staff, students and tutors who are the members of the department. It will be very useful for the institutions to maintain details of student's profile and by which staff can view the student details.

**Role:**

- Responsible for designing the entire Application and modeling the database.
- Involved in testing the user interface.

**OTHER RELEVANT WORK EXPERIENCE:**

- Worked as Sales Consultant (Part Time) in India Infoline Insurance Service Limited, Hyderabad from May 2007 to Dec 2008.
- Worked as US IT Recruiter (Night Shift) in Vishwadeep Consulting Pvt. Ltd., Hyderabad from June 2007 to Jan 2008

**CERTIFICATIONS:**

- AAE Course Trained from NIIT which is 6 months duration and course contains C++, JAVA, VB.NET, ASP.NET AND SQL SERVER 2000

**Technical SKILLS:**

- **Programming Languages** : ASP.NET, C#, VB, C, C++ and Core Java.
- **Data Base** : MS Access & SQL.
- **Operating Systems** : Window NT, Windows 98, 2000, XP, 7, 8 & 10.

**EDUCATIONAL CREDENTIALS:**

<ul style="list-style-type: none"><li>• B.Tech in Computer Science &amp; Engineering-2007</li><li>• Intermediate (M.P.C.) – 2003.</li><li>• SSC. – 2001.</li></ul>	<ul style="list-style-type: none"><li>• Princeton College of Engineering &amp; Technology, JNTU, Hyderabad</li><li>• Sri Chaitanya Jr.Kalasala, Hyderabad.</li><li>• Neo Tech Grammar High School, Hyderabad.</li></ul>
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**CONTACT DETAILS:**

<b>Present Address</b>	H No. 11-5-75/1, Sri Laxmi Nilayam, Srinivasa Colony, Saroor Nagar, Hyderabad_35.
<b>Father's Name</b>	Late Surendra Bahadur Singh
<b>Marital Status</b>	Married
<b>DOB</b>	15.07.1986
<b>Nationality</b>	Indian
<b>Languages Known</b>	English, Telugu, Hindi & Bhojpuri
<b>Hobbies</b>	Listening Music & Playing Cricket & Chess.
<b>Keywords</b>	Indian Payroll Specialist
<b>Contact No</b>	9030030006
<b>Email ID</b>	anand.ampersand@gmail.com

**DECLARATION:**

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

Place: Hyderabad

Date:

**(Aanand Kumar Singh)**