

**RAJARAJAN.L**  
**A S S I S T A N T   M A N A G E R - P A Y R O L L**



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**Career Overview**

❖ 6+ years of experience as a payroll professional, skilled in income tax computation, payroll, and Excel Dashboard PF and ESI challan generation.

❖ 3.5 years of experience in the Salary Expense Reimbursement process

**Key Skills :**

- Manual Excel Payroll Validation
- Investment proof Validation
- Reimbursement Documents Validation
- PF Challan Generation
- ESI Challan Generation
- Calculating Daily wage salary



**Applications :**

- ▶ AdrenalinMAX ,GreythHR
- ▶ Zoho payroll,Salarypay pack,SmartPay



**Certification :**

- Excel Dashboard
- Power BI Dashboard
- Advanced Excel Formula & Function



**Education:**

|                      |                            |             |
|----------------------|----------------------------|-------------|
| BSC COMPUTER SCIENCE | GURUNANAK COLLEGE          | 2011-2014   |
| HSC                  | C.S.I CORLEY HR SEC SCHOOL | 2009 - 2011 |
| SSLC                 | C.S.I CORLEY HR SEC SCHOOL | 2008 - 2009 |

- **Processed payroll for 1500+ employees with multiple clients.**
- **Creating a CTC salary structure per the Minimum Wage Act.**
- **I have prepared appointment letters for flexi staff clients.**
- **After receiving input, working with the attendance report and adjusting the employee leave balance as per leave balance.**
- **Based on the leave categories in GreytHR, the employee's leave module was configured and updated by myself.**
- **Verifying payroll and tax registers for a new migrating client.**
- **Proficient in payroll software such as AdrenalinMax, GreytHR, and Zoho.**
- **I am responsible for evaluating input vs output and manual pay registers to ensure input accuracy.**
- **Responsible for ensuring that PF/ESI/PT/LWF deductions are per the Act.**
- **Preparing bank transfers for Flexi staffing clients.**
- **Assisting employees with tax inquiries and recommending investments to reduce income tax over the phone.**
- **At the end of the year, investment proofs are validated according to rules and regulations.**
- **Post completion of payroll Preparing PT/LWF summary as per pay group wise.**
- **Prepared a salary entry file to share with the client to confirm the final salary payable sheet.**
- **Responsible for quarterly ETDS returns and FORM 27A generation through RPU.**
- **Compiled Annexure II data, filed Q4 TDS returns, and provided FORM 16 to employees before the deadline for payroll clients.**

- **Cross-checking received attendance Employee headcount vs salary working to identify new joiners and resigned employees.**
- **Working with the attendance file and adjusting leave balance to update the same in the Saral pay pack applications**
- **Inform a supervisor not to receive an attendance employees list.**
- **Responsible for detecting duplicate input data such as Attendance, OT hours, and deduction.**
- **Maintaining a tracker for Tata group to update status such as Attendance, Draft salary working approval, and E-Invoice to provide information to reporting HOD.**
- **Interacting with Supervisors to get the exact attendance, and deduction details to process the payroll.**
- **Status update to reporting HOD such approval pending, Attendance not received (if any payroll data requirement from the client)**
- **Responsible for double-checking the current month's salary calculation vs the previous month**
- **Assisting the Payroll team to work for another client during the payroll process based on assigned work.**
- **My responsibility is to prepare Bank transfers for payroll process completed clients.**
- **Cross-checking net pay amount with the finalized payable amount.**
- **Advising the department of accounts to ensure Bank transfer payment on salary date.**
- **Post payroll preparing salary processing client's payslips on monthly basis.**
- **Responsible to share individual payslips to Employees and Consolidated payslips**

- Processing payroll for 1000+ employees
- Working with employees' timesheets and adjusting leave balances as per eligibility.
- Cross-checking pay register gross to gross with the system pay to register.
- Submitting register to the client to get approval for prepaid payroll.
- Based on client billing value processing employee's salary and one-time allowance.
- Based on the resignation tracker segregate employees' payments.
- Preparing Bank transfer notepad Entity wise.
- Coordinate with authorized persons to collect no dues clearance and process F&F.
- Comparing the previous month's tax deduction vs the current month's tax deduction to identify reasons for the Tax increase and Tax decrease.
- Responsible for monthly payroll processing, and pay slips generation through GreytHR Tool.

- Processing end-to-end Payroll for multiple clients for 10000+ employees' headcount.
- Processing salary based on input with accuracy.
- Responsible for coordinating with Clients for inputs and ensuring timely processing  
Preparing variance and JV reports, Bank transfer reports, and responding to payroll-related queries and calls
- Validate pay register with input to ensure input is considered or not.
- Familiar with manual excel payroll to cross-verify employee-wise inputs.
- Validating reimbursement documents as per guidelines and preparing reimbursement register.
- Adhere to SLA agreed with timelines.

Processing full and final settlement for resigned employees.

- Generating PF regular, PF arrear, and ESI challans for 20+ establishments.
- Headcount Reconciliation knowledge of Statutory Payment like PF, PT, ESIC, and LWF
- Responsible to authenticate and ensure all reports match with the pay register.
- Validating tax register component-wise to ensure everything working normally.
- Preparations of TDS return on every quarter(FORM 24 Q and FORM 27A).
- Verifying investment proofs during year-end based on guidelines.
- Substantiate the entire financial year tax computation sheet to prepare FORM 16 as per prescribed annexure II format

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**Allsec Technologies Pvt Ltd**

**Officer- BPO**

**13th Aug'14 to 04th May'18**

- Downloading reimbursement booking data from the smart web and Ensuring timely delivery and accuracy of all reports.
- Validating every document as per reimbursement guidelines.
- Updating Data Tracker on a daily and weekly basis.
- Responding to emails on time (E.g. For payment of invoices/queries/status reports)
- System validations – Verifying all the cleared data of the employees to eliminate fraudulent activities.
- Interacting with the client directly through scheduled daily or weekly regarding clearance and rejection.
- Generation and distribution of daily, weekly and monthly reports as per agreed standards and timelines.
- Involved in preparation of various reports like daily & weekly status reports, Employee headcount reports, Reimbursement allocation & eligibility reports.
- Clarifying employees' doubts through call/Email.