

SRINIVASALU R.

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SENIOR MANAGER PAYROLL

To build up my career in a creative, reputed and challenging environment by utilizing the best of my potential so as to contribute immensely to the growth of an organization and also to explore myself.

Profile Summary

- Result-oriented and competent professional with **17 years** of comprehensive experience and knowledge of understanding the complications in the process of payroll operations, Statutory compliance and Labour laws.
- Currently spearheading efforts with **Ather Energy Private Limited Senior Manager – Payroll, Statutory Compliance and HR Shared Services**
- Excellent communicator with exceptional talent for problem solving and ability to handle multiple functions and activities in high pressure environments with tight deadlines.
- Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.
- A strong team player, training, guiding and motivating teams towards maximum productivity with exceptional consensus building, negotiation and interpersonal skills, analytical mind and comprehensive problem detection/ solving abilities.

Professional Span

Ather Energy Private Limited. Bangalore

DEC 2022 to Till Date

Senior Manager – Payroll, Statutory Compliance and HR Shared Services

- Manage and develop team activities related to the maintenance of complete and accurate records of payroll information.
- Initiated for Migration to NEW payroll Vendor and implemented and went Live within 20 days.
- Managing Internal and External audits (EY, Deloitte, Tax Audits)
- Managing audits/due diligences during funding by investors
- Implementing Shared services
- Taken care of complete statutory compliance.
- Reviewing on HR policies and taking initiation for implementing new policies
- Handled all business communications (internal & external)
- Stakeholder Management and HR Lifecycle (Hire to Retire).
- BGV- End to end and Ex-employee Verification.
- Managing Leave and Attendance modules
- Working on implementation of Labour codes.
- Predictive analytics and reporting MIS to management/ Finance to pass the accounting entries.
- having an eye on details and able to work well under deadlines in a changing environment.
- Work with HR and TA teams for payroll input like new hires data, leave data and one-time payments.

Darwinbox Digital Solutions. Bangalore

April 2021 to Dec 2022



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Customer Success Manager - Payroll

- Currently managing PAN India payroll and compliance for 85+ payroll outsourced clients with the team of 18 members for 80 thousand employees
- Supporting Team to ensure error free deliverables within TAT.
- Client engagements on a periodical basis.
- Releasing/communicating with clients for upcoming system developments.
- Taking care of high level escalations from all stake holders.
- Involvement in the payroll product development and stability.
- Working on implementation of Labour codes.

TEAM LEASE SERVICES LTD. Bangalore Unit Manager - Payroll

Sept 2018 to April 2021

- Handle payroll activities to produce accurate and timely delivery of payroll services to our clients. Including day to day and month end activities currently Handling 120+ clients and Handling the 35000 plus employees payroll.
- Critically review and analyze current payroll, benefits, and tax procedures in order to recommend and implement changes leading to adoption of best practices.
- Ensure all payroll policies and procedures are clearly documented.
- Review payroll account reconciliations on a regular basis.
- Ensuring on time billing and collections as per agreed TAT.
- Taking care of all escalations to ensuring Nil errors within agreed SLA
- Taking care of all new projects and coordinating with internal stakeholders for smooth handing over process and organizational initiatives to improve and streamline processes.
- Supporting presales/BD team to placing of RFP with operation inputs with presentations on deliverables.
- Strong team working ethics and will be able to work in a challenging environment
- Responsible to maintain a good business relationship with clients and vendors (email & telephone calls)..
- Good Exposure on Payroll migration and implementations for onboarding new clients.
- Currently Taking care of Payroll. Leave Module, attendance and Expenses modules.
- Managing employee documents/Reports in good manner with highly confidential.
- Implementing and maintaining the Leave and attendance Management. Flex Plans, Expenses modules.
- Conducting the payroll workshop for Income tax awareness to employees
- Good Exposure on statutory compliance and labour laws.
- Developing Internally new Payroll software and Responsible for complete requirements and taking care of UAT testing and sharing requirements with Technical team.

ASHOK LEYLAND LTD Hosur (TN) Assistant Manager - Payroll

Jan 2011 TO August 2018

- Having Rich experience for handling 9000+ employee's salary Process and Full & Final Settlements and Reimbursements process.
- Preparation of Employees monthly attendance Statements (Monitoring the Attendance, leave records, late coming, Punishments, etc.)
- Responsible for activities relating to the maintenance of a complete and accurate payroll database
- Monitors all aspects of payroll processes necessary to ensure accurate payroll checks, check distribution, third party reporting and remittances for deductions, accounting and taxes.
- Coordination with banks for smooth salary transfer.
- Rich knowledge on Payroll Perquisites, statutory compliance, Labour Laws.
- Provide excellent service and act as point of contact for employees who have routine questions and escalations regarding, salary, reimbursement and full and final settlement process and payments.
- Process a variety of employment-related changes within HRIS systems, including employee status changes, database updates, pay changes, employee information and other confidential employee data
- Liaising with other sections of HR for staff appointments, terminations, remuneration, conditions of



service and other relevant matters and update the same for accuracy of payroll processing

- Develop reports & analyses regarding Headcount, attrition, and program participation, MIS
- Ensure prompt maintenance of staff records at all times including archiving and filing
- Payment and reconciliation of incentives and bonus workings as per bonus act..
- Filing TDS quarterly & annual returns and issuing form-16 to employees.
- Responsible for monitoring payroll input from numerous mechanical sources and ensuring that all manual entries are accurate and timely.
- Maintains system security to ensure data integrity.
- Payroll Ledger accounts review and reconciliations on monthly basis.
- Reconciliation of Travel advances ,process and settlements.
- Reconciliation and ensure proper accounting all entries related employees entitlement and balances.
- Conducts audits in order to analyze the information in the payroll database and that it accurately reflects data in HR system of record
- Conducts system test activities before changes are implemented in production. Analyzes and may resolve issues related to payroll system performance.
- Supporting for internal Assistant to PF trust team for smooth process of clearing PF settlements, PF loans and returns submission to department.
- Preparing reports, remittance and returns for monthly, Quarterly/annually filing of EPF, ESIC, PT.LWF, SAF and NPS and Statutory compliance.
- Facilitating internal and external audit process.
- Hierarchy mapping / restructuring, Budgeting, vendor management.

RAMCO SYSTEMS, Chennai
Team Leader, Payroll Operations

Mar 2008 TO Dec 2010

- Understanding the complications in the process of 19000+ employees Payroll, Full and Final Settlements & Reimbursement.
- Handling domestic clients of Airtel, GE India,
- Processing & generating the reports like Salary Computation, Salary Slips, Reconciliation Statements, monthly provisional reports, Salary JV, and Bank Statements & Statutory Forms.
- Review all customer deliverable before they are sent to Customer and ensure their quality.
- Work breakdown and allocation
- Transition the account from the pre-sales / sales team with all prior documentation on the project, Monitoring, control and report project progress on a regular basis
- Ensuring team members are motivated and empowered to deliver quality outputs,
- Providing on the job training / clarifications where required to Team members.
- Preparing the project process plan.
- Handling payroll process for more than 14000 employees for Bharti Airtel client.
- And having Good knowledge in Data migration for New Clients.
- Ensuring Saas Audit, SOX audit, Statutory compliances and Labour acts.

Wipro Technologies, Bangalore
Senior Executive, Finance & Accounting Dept.

Feb 2006 TO Mar 2008

Assigned to ensure the financial & Payroll management reporting requirements are in-time, complete, accurate and maintain an adequate base of technical skills, knowledge and practices within the accounting department for competent levels of performance.

Payroll Operation: India offshore salary.

- Responsible for the 16000 employee's payroll processing and accounting for Full time employees of Wipro Limited and its subsidiaries
- Maintained a high level of customer service including timely response to queries via phone or e-mail
- Worked closely with HR department to ensure accurate payroll processing.
- Compiling & validating the additional inputs received from various teams.
- Preparation and accounting of bank advice for salary payment and there on GL clearing.



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- Validating and accounting salary cost, salary payments and provision at month end of multiple business units.
- Preparation for payroll analytical reports as per the requirement of Management.
- Preparing the dashboard and discuss the same with the senior management on a monthly basis
- Reviewing employee accounts for any pending recoveries and consideration of the same for recovery in payroll
- Validating and advising the statutory payments and external vendor payments on time.
- Employee account reconciliation & Full & Final settlement
- Preparing the SOP (Standard Operating Process) and tracking all the process followed in Payroll
- Handling IT proof verification project and From16 at year end.
- Ensuring reports are provided to Internal & External auditor on time
- Manager in various analytical work and process improvement and process transition activity.
- Responsible for reporting the performance of each member of the team by conducting one-one on a monthly basis and also discussed on the individuals KRA (Key Result Areas)
- Ensured of audit compliance and SOX compliances in payroll processing.

Hindustan Aeronautics Limited-HAL (Vendor Payroll) Payroll Executive - Bangalore

Jun 2004 TO Jan 2006

- Handling all activities in accounts payable and receivable
- Managing the Tally data for credit/ debit memos.
- Preparing different types of financial reports and accounts reconciliation Statement
- Assisting in completion and maintenance of general ledgers and accounting
- Handling Bank reconciliation services (BRS)
- Enter sales & purchase bills & voucher in Tally
- Maintain & Prepare Main cash book.
- Handling Payroll and Distributing salaries to the Employees
- Handling Statutory Requirements like PF, ESI, PT, and Income Tax.
- Filing of TDS, PF, ESI, and PT, Income Tax returns and assessments
- Preparing Bills related to Employees, and handling Employee Queries

Academic Credentials

- **B.Com 2003** Bangalore University
- **MBA (Finance) 2011** Symbiosis University

IT Expertise

Operating Systems : MS Office (Word, Excel, and Power point)
Package : Tally, SAP Version (ECC 6.0) Modules – FICO, S&D, Ramco ERP, Paybooks.

Personal Dossier

Date of Birth : 1st June 1980
Father Name : Ramachandrappa
Home Town : Thirumani(Tumker-Dist)

Achievements

- Challenged the Department Duty Demand notice and supported with appropriate documents to reduced by almost two third of its the original demand and **saved** the company to the tune of rupees **Five Crore** and got special appreciation from the Corporate Taxation Head.
- Stabilised and automated the Payroll Process in Ashok Leyland.
- Awarded by the Sr. VP in RAMCO for the Excellent Customer Support during implementation of RAMCO ERP system.



- Best Performer of the Year in Teamlease
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Date :

Regards,

Place: Bangalore

(R. Srinivasalu)

