

Curriculum Vitae

Name: Hitaishi J

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Professional Summary

Finance and Operations Associate with hands-on experience in end-to-end payroll management, client coordination, and invoice processing. Known for accuracy, efficiency, and an ability to manage complex financial processes across diverse clients, including strategic MENA accounts. Strong analytical skills with proficiency in ERP and payroll systems, ensuring smooth financial operations and high client satisfaction.

Professional Experience

TASC Outsourcing FinOps Associate (April 2022 – Present)

➤ Roles and responsibilities as Finops Associate

- **Payroll Management:**

Managed the full payroll cycle for 20+ clients and 100+ associates, ensuring accuracy and timely processing.

Coordinated attendance, leave, incentives, and deductions, compiling formula-based salary sheets for each cycle.

Conducted month-end payroll closing activities and generated salary/reimbursement invoices.

- **Client Coordination:**

Acted as a liaison between clients and partners, gathering payroll inputs and addressing queries via email and calls.

Managed escalations, including RCA (Root Cause Analysis) preparation and invoice re issuance as per client requirements.

- **Financial Processing:**

Prepared and processed internal and supplier invoices, ensuring payment alignment with client schedules.

Verified and processed expense invoices (Visa renewals, medical insurance, air fare allowances).

Finalized vendor payments and assisted with full and final settlements for outgoing associates.

- **Strategic Accounts :**

Provided tailored payroll services for key MENA clients such as Kaspersky, PwC and Samsung, meeting region-specific requirements.

Analyzed and reviewed monthly gross margin post-payroll closure, submitting reports to the finance team.

EDUCATION

- M. Com in Accounting and Taxation :M S Ramaiah University of Applied Sciences
- B. Com in Accounting and Taxation :ASC Degree Evening College
- Pre-University Course : Mount Carmel PU College

SKILLS

- Technical Skills: Proficient in MS Office Suite, ERP RAMCO, SAP ECC
- Financial Acumen: In-depth knowledge of payroll management, invoice processing, and reconciliation
- Soft Skills: Effective communication, client relationship management, problem-solving, flexibility in adapting to new processes

Hobbies

- Dancing
- Cooking

Achievements & Accomplishments

- Recognized for quality performance with a nomination for the Quality Award at TASC Outsourcing.
- Led dance teams in school and college, demonstrating leadership and team-building skills

PERSONAL DETAILS

Address	#3449 7th Main 1st F cross RPC Layout Vijayanagar 2nd stage Bangalore - 560040
Date of Birth	13/07/1999
Gender	Female
Nationality	India
Marital Status	Single
Language Know	English, Kannada, Hindi

DECLARATION

I hereby acknowledge that all the details furnished above are true to the best of my knowledge.

Hitaishi J