

Resume

T. Murali Krishna

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Objective:

" Detail-oriented and results-driven Payroll Executive with extensive experience in payroll processing, compliance, and financial reporting. Seeking to leverage expertise in managing payroll operations, ensuring accuracy, and maintaining regulatory compliance to streamline processes and support organizational success."

Career Profile:

"Highly skilled Payroll Professional with 5 years of experience in managing end-to-end payroll processes for diverse organizations .Expertise in payroll administration, tax compliance, benefits coordination, and accurate financial reporting .Adept at leveraging advanced payroll software and systems to ensure timely and error-free payroll operations. Proven ability to handle complex payroll structures, maintains confidentiality, and adheres to regulatory standards. A dedicated and detail-oriented professional committed to improving payroll efficiency and enhancing employee satisfaction."

Professional Experience:

Designation	Payroll Executive
Organization	APSBCL
Location	Madanapalle, Andhra Pradesh
Payroll	SRR Projects (Third Party Payroll)
Duration	From 1-12-2019 and Still now
Total Experience	5 Years

Profile Summary:

Payroll Processing:

Administered payroll for nearly 500 employees, ensuring the accurate and timely disbursement of monthly Salaries, Gratuity, bonuses, and benefits across multiple departments .

- Expertise in managing end-to-end payroll processes, including salary, bonuses, commissions, and overtime calculations.
- In-depth knowledge of federal, state, and local tax laws, including payroll tax filing, deductions, and year-end reporting.
- Proficient in using payroll systems like Advanced Microsoft Excel and other relevant tools.
- Collecting Payroll inputs, calculating and verifying employee's salaries of Earnings and Deductions according with company polices update in Microsoft Excel. Then prepare Note files and Bank advices for net salary. Bank advice send to bank for credited salaries individual bank accounts of Employee's.
- Deduction of PF according to EPF act 1952 section 10 (11) and 10 (12), then statement send to our PF team in my organization, they we be credited to Employee's UAN Numbers.
- Employee's Professional Tax calculated and challan rise at Government portal to paid at Bank counters by way of Cash (or) Cheque.
- Yearly once in December month calculated Labor welfare fund and Flag Day deducted from employees Gross Salary to remitted into the bank by Demand Draft.
- Calculated slab wise Employee's TDS in Gross Salary according to Income Tax Act 1961 rule and Employee's TDS generated challan in Income Tax portal section 192 (B). After that challan pay at Bank counter by cheque.
- TDS remitted after prepare month wise E-Filing data and send to Auditors for E-Filing Quarterly once.
- Strong attention to detail with the ability to identify discrepancies and resolve payroll issues efficiently.
- Skilled in generating and maintaining accurate payroll reports, tax filings, and compliance documentation.
- Familiar with systems like Attendance Registers and Time Sheets ensuring accurate tracking of employee hours.
- Ability to communicate effectively with employees to address payroll-related questions and resolve issues.
- Expertise in maintaining confidentiality and securing sensitive payroll and employee data.

Tally Software:

- Tally Prime Software has to enter Payments, Receipts and Journal Vouchers regularly day to day transactions.
- Reconciliation the Bank statement with Tally Prime Software entries and Tally Synchronization every month.
- Cheak Trail Balance pending payments and write down breakup of Closing Credit Particulars every month ends.
- Conduct regular audits of voucher entries and every month Auditors audit Cash Book with Tally report to maintain data integrity.
- Utilized Tally Prime to manage payroll accounting, including processing payments, updating records, and reconciling payroll transactions.
- Maintained accurate records of employee salary and benefit deductions, integrating data from Tally Prime with payroll systems for streamlined reporting.

Bank Reconciliation Statement Process:

- Performed bank reconciliations to ensure payroll disbursements matched bank records, resolving discrepancies in a timely manner.
- Reconciled payroll-related accounts, including employee deductions, benefits, and tax payments, against bank statements to maintain accurate financial records.
- Ensured that all payroll payments (direct deposits, checks, etc.) were recorded accurately in the general ledger, and discrepancies were identified and corrected.
- Collaborated with the finance team to ensure the seamless transfer of payroll funds to the correct accounts and maintained accurate financial documentation for auditing purposes.

MIS Reports Preparation Process:

- Funds requisition statement prepare month once and send to Head Office.
- MIS reports preparation for Review meetings when they required.
- Transportation bills prepare every 15 days slab wise and paid payments by cheque.
- Software issues of Stock Invoices we verify in MS-Excel daily.

Technical Skills:

- Payroll Software: Advanced Microsoft Excel Tally Prime
- Timekeeping Systems: TSheets, Deputy
- Accounting Software: Microsoft Dynamics
- Financial Reporting: Advanced Excel (Pivot Tables)
- Tax Compliance: Payroll tax filing, EFTPS, e-File systems

Soft Skills:

- Attention to Detail
- Problem Solving and Analytical Thinking
- Effective Communication and Team Collaboration
- Time Management and Multitasking
- Customer Service Orientation
- Adaptability in Fast-Paced Environments

Strengths:

- Attention to Detail: Ensures accuracy in payroll processing, tax compliance, and financial reporting.
- Analytical Thinking: Identifies discrepancies and resolves payroll issues efficiently.
- Time Management: Meets strict deadlines for payroll processing, tax filings, and reporting.
- Confidentiality: Handles sensitive employee and financial information with discretion and professionalism.
- Problem-Solving: Proactively addresses and resolves payroll discrepancies and compliance challenges.
- Technological Proficiency: Skilled in using payroll and accounting software to streamline processes.
- Team Collaboration: Works effectively with HR, finance, and other departments to ensure seamless operations.

Education:

Degree	Name of the Board	Year of Passing	% Achieved of Marks
Bachelor of Commerce	SV University	2016-2019	76%
Pre-University College	Board of Intermediate AP	2012-2014	71%
SSC	Board of Secondary Education AP	2012	87%

Personal Profile:

<i>Father Name</i>	<i>T. Babu</i>
<i>Date of Birth</i>	<i>04-06-1997</i>
<i>Languages Known</i>	<i>English and Telugu.</i>
<i>Passport</i>	<i>NA</i>
<i>Hobbies</i>	<i>Travelling , Bike ride, Playing Cricket and Reading News Paper.</i>
<i>Contact Address</i>	<i>Door No 5-36, Thana Venu Gopala Puram Village, Penumur Mandal and Post, Chittoor District, Andhra Pradesh – 517126.</i>

There by declare that above mentioned information is correct up to my knowledge and I am responsible for the correctness of the above-mentioned particulars.

Place: Madanapalle

T. Murali Krishna