

## **J.PARVATHARAJAN** MBA(HR)

### **Payroll and Statutory Compliance**

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### **EXPERIENCE:**

➤ **Payroll Compliance LEAD- (Jan 2021 to still) – NeeymoIndia(P)Ltd-ElcotITPark-Madurai**

- Payroll Management process count for 7500 Employees (15 Clients)
- Plan, schedule and manage monthly payroll calendar & ensure timely deliveries.
- Taking care of Salary Revision, Leave without Pay, Attendance Input, Resignation, Salary of New Joiners
- Calculating Indian regular Income Tax, Indian spot income tax & Professional Tax as per the slab.
- Income Tax Proof validation (18 Clients)
- Handling all the clients Statutory Compliance's of entire Tamil Nadu.
- Responsible for statutory compliances like, Gratuity, ESIC, PF, PT and LWF
- To Remittance follow up ESI & EPF through Online Process.
- Monitoring PF, ESI, PT TDS Filings process etc;
- Taking Care of routine Remittances, Co-ordination for the Employers;
- Performance Appraisal Management System (Quarterly/Yearly)
- Processing of CTC as per standard structure.
- Timely Induction, Joining process, Issuing of Offer, Appointment, Increment and Confirmation letter.
- Record Management & MIS generation
- Processing of employees tax benefit proof validations LTA, Fuel & Telephone Reimbursement.
- Implementing and revising a company's compensation program
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's client salary variation budget report
- Maintaining and revising the company's handbook on policies and procedures
- Maintaining department records and reports
- Recommending new policies, approaches, and procedure

**Full & Final Settlement:**

- Manage F&F settlement of employees leaving the service of the company.
- Verify all required documents and calculate pending dues, unpaid salary, incentives, bonus, gratuity & LTA.
- Ensure on time settlement and release of payments.

➤ **PERSONAL MANAGER at JTPL Group of companies Madurai(June-2016 to Dec-2020)**

- Handling 4000 employees records MIS
- Administer Attendance Register & Verification Of Permissions
- End to End Recruitment Process & to handling Manpower Planning, Recruitment, staff management on Boarding
- Analyzing Employee Performance, variances Problem and looking after the entire administration and maintenance of the concern
- Handled group linked Insurance\Accident Insurance Policies like ESIC ;
- Taking Care of Complete Staff Data Base & MIS – Routine, Statutory Compliance & Labour compliances
- Salary Input Processing , PF ,ESI ,Legal Acts, Rules, Procedures, Forms, Formats Filings;
- To Remit the ESI & EPF through Online Process.
- Monitoring PF, ESI, PT TDS Filings process etc;
- To prepare applications under various Act (Shop/CLRA/ PT) for Registration/renewal/ amendment.
- To coordinate with Regional Office Coordinator and arrange for display of abstracts & notices to each branch.
- Inspection Handling – ESI ,EPF, Factories, S&E act etc.,
- To evaluates and coordinates all required changes or implementation activities of a project, including documentation, integration and support activities.
- To ensure with new employee on boarding process
- To ensuring all documentation is received and accurately processed for payroll production and setting up employee profiles
- To Providing support to the project team ensuring all project documentation is current and up-to-date.
- To manage multiple projects on schedule and with high quality from kick-off to launch Providing support to the project team ensuring all project documentation is current and up-to-date.
- To Perform system setup and configuration ensuring accuracy of complex data and multi system integrations
- To Interpret and understand client business requirements
- To handling Vendor management Process also

**EMPLOYEE RELATION GRIEVANCE & COMMUNICATION:**

- Handling 1000employee Grievance & follow up
- Communication through Mailer, Notice board & Memo
- Identify and implement tools for employee welfare and Motivation, Organizing Sports meet/Best employee Reward Ceremony, Annual Day, Staff Family Day & Other Celebrations to conduct
- Monitor and Control Staff Locker & Staff Accommodation
- Organize First Aid & Medical Treatment for accidents,Injuries,Sickness etc at Work Place

➤ **HR- Executive/OFFICER (PCS\HRCS/ECS) -Aparajitha Corporate Services Ltd-Madurai. Mar-(2013 to May- 2016)**

- To ensure compliance with various payroll-related laws and regulations act
- This includes organizations of all sizes across various industries, such as manufacturing, healthcare, IT, and hospitality.
- Salary Input Processing , PF ,ESI ,Legal Acts, Rules, Procedures, Forms, Formats Filings;
- To Remit the ESI & EPF through Online Process.
- Monitoring PF, ESI, PT TDS Fillings process etc;
- To prepare applications under various Act (Shop/CLRA/ PT) for Registration/renewal/ amendment.
- Inspection Handling – ESI ,EPF, Factories, S&E act etc.,
- To Obtain, amend, & renew Registration Certificates
- Preparation and updation of Statutory Registers
- Preparation and submission of Statutory Returns & Statutory Notices
- Display of statutory abstracts & notices
- Remittance of statutory payments
- Support for accident-related compliance
- Liaison coordination support for Inspections
- Compliance support for the Principal Employer as per the scope
- Checking and verifying all salary data from end to end and ensure the accurate preparation and timely submission of periodic Payroll reports to Client.
- Client management & co-ordination
- Ensure confidentiality of all Payroll related items, transactions and reports.
- Preparing daily & monthly MIS reports as required by management
- Responsible for preparing various reports related to Statutory Compliance

➤ **HR/Admin Supervisor / PlantIncharge**

**BarCorr Coatings P Ltd., C/oTVS Sundram Fasteners (Magni Plant), Aviyur.-(April 2011 to Dec-2012**

- Administer Attendance Register & Verification Of Permissions also;
- End to End Recruitment Process;
- To handling Manpower Planning, Recruitment, staff management on Boarding to new joinee
- Analyzing Employee Performance, variances Problem and looking after the entire administration and maintenance of the concern;
- And Preparing total Sales Register & Customer stock Statement;
- Handled group linked Insurance\Accident Insurance Policies like ESIC ;
- Taking Care of Complete Staff Data Base & MIS – Routine, Statutory Compliance & Labour compliances
- To evaluates and coordinates all required changes or implementation activities of a project, including documentation, integration and support activities.
- To assisting clients with new employee on boarding process, ensuring all documentation is received and accurately processed for payroll production and setting up employee profiles
- To Evaluating and recommending changes to the project management processes.
- To Providing support to the project team ensuring all project documentation is current and up-to-date.
- To manage multiple projects on schedule and with high quality from kick-off to launch Providing support to the project team ensuring all project documentation is current and up-to-date
- Ensure implementations meet client specific missions and solve core challenges around digital communications
- To Interpret and understand client business requirements

- Update activity records timely and accurately to ensure accurate reporting and client billing Notify management of any complications, missing data or system defects that might delay the implementation
  - To Resolve complaints and answer questions from both internal and external customers
- **Relational Ship Manager** in IndiaInfoline Ltd., at Chennai (16 Nov 2009 to April 2011)
- Online Share broking business is done day to day process
  - Informed our customer about new developments like merging of settlements;
  - Stock moving IN or OUT of NIFTY can also be communicated proactively;
  - And update the customer internal & external risk management etc.
  - To maintain Client Database
  - To Ensure & follow up to open Demat account & online share trading

#### **PERSONAL PROFILE**

Father's Name	: Mr.M.JayaRaman
Mother's Name	: Mrs. J.IndhuRani.
Date of Birth	: 28th July 1986
Gender	: Male
Marital Status	: Married
Nationlity	: Indian
Languages Known	: English, Tamil (R/W/S)

#### **DECLARATION:**

I hereby declare that above furnished details are true to the best of my knowledge & belief.

**Place:** Madurai

**Date:**

**Yours Sincerely,**  
**(J.ParvathaRajan)**