

PROFILE SUMMARY

A result-oriented professional with excellent communication and people management skills. Demonstrated ability to maintain confidentiality of information, exercise good judgment and discretion in handling and dissemination of information, high energy, direct and honest. Resourceful in creating alternative solutions and will work well in a fast-paced environment.

CAREER OBJECTIVE

Utilize payroll experience to contribute towards the growth of the organization. Opportunity to learn and work on different projects, gain more knowledge, and enhance my skills which will make me more competent.

WORK EXPERIENCE

1. Bosch Global Software Technologies Private Limited.

Designation: Payroll Executive.

Period: 03rd June 2023 to till Date

Job Responsibilities:

- Preparing workday payroll input & upload into SAP.
 - Income tax.
 - Allocating the New joiners UAN & ESI numbers.
 - Taking care blue collar & White employees' payroll.
 - In SAP application payroll processing.
 - Coordinating the team members.
 - Preparing monthly payroll calendar.
 - Support to internal reconciliation team.
 - Handling employee queries.
 - Validating attendance on regular basis.
 - Form 16 generation.
 - Handling payroll audit.
 - PF & ESI Challans generation.
 - Other statutory related activities including PF, ESI, and PT annual reconciliations.
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- Ensure the Turnaround Time (TAT) met for all the process.
 - Reports on time like Salary register, Pay Slips & other reports etc.
 - Calculation of statutory compliances like Provident Fund, ESIC, Professional Tax, TDS, Gratuity etc.
 - Form 16 Process and validation of Part A Traces Form 16 and Part B Form 16.
 - Proactively coordinating with clients by taking every step for smooth process of year end till (31st march) for collection/ incorporating the investment proofs.
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SKILLS ACQUIRED

- MS Office & SAP.
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EDUCATIONAL QUALIFICATION

- ✓ ICAI pursuing 2022- till Date.
 - ✓ B.com (Bangalore university), Sheshadripuram Commerce College, Bengaluru passed out in the year 2021.
 - ✓ Pre-University College. Sheshadripuram Independent PU college, Bengaluru passed out in the year 2018.
 - ✓ S.S.L.C. (Board of Secondary Education, St. Joseph High School, Bengaluru, passed out in the year 2016.
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PERSONAL DETAILS

Father's Name : Mr. CN Manohar
Date of Birth : 18-10-1965
Marital Status : Married
Present Address : 122/A 2nd main road Mysore road, Bapujinagar, Bangalore.

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief

DHEERAJ KUMAR CM