

KARTHIK SHETTY

SENIOR PAYROLL ANALYST

Mumbai,Maharashtra | shettykarthik98@gmail.com | 9967647204

SUMMARY

Career oriented person, keen to take initiative & do innovations in the existing process to improve efficiency with my skills and knowledge. Also enthusiastic to learn many new things in the organization & explore challenging opportunity.

PROFESSIONAL EXPERIENCE

Wipro India Limited

Senior Payroll Analyst

February 2021 - Present

- Processing & Auditing of transactions in a timely and accurate manner to ensure service delivery as per client contractual commitments and assigned targets.
- Accountable for driving resolution of customer/ client issues by conducting research, analyzing trends, preparing RCA (Root Cause Analysis), implementing action plan and effective presentation of the same.
- Spearheading change request activities, documenting, UAT & Payroll Level testing & deployment of business requirements in line with change in work / new work.
- Identify, plan, and manage process improvement projects to create efficiencies in operational workloads & also build SOPs for transitioned / new projects/ processes.
- Hands on Experience working in Workday,HRX Assist,Siebel Oracle & Alteryx.

Lester Info Services

Customer Support Officer

April 2019- February 2021

- Outbound Calling for Existing/New Customers for informing & offering Free Subscriptions of magazine.

EDUCATION

Bachelors of Commerce (B.com)

The S.J.A College Of Higher Education, Dombivli(East), Maharashtra

Jun 2016 - May 2019

Completed the graduation with 5.95 CGPI.

Higher Secondary Education - Commerce

The S.J.A School & Junior College, Dombivli(East), Maharashtra

Jun 2014 - Feb 2016

Completed higher education securing 80%

School

The S.J.A School & Junior College, Dombivli(East), Maharashtra

Mar 2014

Completed schooling by securing 78%

ADDITIONAL INFORMATION

- **Languages:** English, Hindi,Marathi,Tulu
- **Certifications:** Tally ERP 9
- **Awards/Achievements:** Got Shimmer Award twice for Best Performance within team & Dazzle Award for Good Team Support in **Wipro India Limited**.