

likunp99@gmail.com

7978575837

Bangalore 562125

Skills

- Sincere & hardworking.
- Self Motivated
- Positive attitude.
- Quick Learner

Education And Training

08/2015

Post-Graduate Certificate:

Finance & Marketing

RAJADHANI COLLEGE OF

ENGINEERING AND

MANAGEMENT

Bhubaneswar

06/2013

Graduation:

Commerce, Accounting(HONS)

Utkal University

Bhubaneswar

GPA: 2nd Div

06/2010

+2/Intermediate:

Commerce

CHSE, Odisha

Bhubaneswar

GPA: 2st Division

05/2008

10th:

BSE, Odisha

Bhubaneswar

GPA: 2st Division

Languages

English:

B2

Upper Intermediate

Hindi:

C2

Proficient

ADITYA NARAYAN PADHY

Summary

To seek a career in a professionally managed company, where my skills would be utilized to the optimum for the growth of the organization & myself.

Experience

TEAMLEASE SERVICES LTD - Client Specialist- Team Leader

Bangalore

12/2023 - Current

- Follow up with the client for the salary input
- Do the Error free salary process for the associate
- Follow up with the client for the Payment
- Post Receiving the payment, Update Payment in our records
- Release the salary for the Client for the Same
- Raise the Debit Note & Credit Note For the Associate
- Release Emergency Case Salary In the Mid-Month Process
- Travel and Reimbursement additional input also process
- Led team effectively.

Manipal Health Enterprises Pvt.Ltd - Hr Executive

Bangalore

05/2020 - 12/2023

- Coordination and management of entire payroll function- ensuring in collecting the input (appointments, terminations, remuneration, conditions of service and other relevant matters) from all the unit before the defined cutoff date and upload to payroll portal
- To ensure salaries are credited as per the SLA
- Projects as required ie
- Continual improvement and standardization of payroll operations and systems, including the training to the payroll team members
- Roll out of Letters for Staff, Managers, Retainers, and Doctors on rolls and Consultants for all the units
- Ensure correct and timely data to Auditor (Internal and External auditor) for smooth audit closer
- Ensure End to End Exit, Confirmation, Birthday Mailer, Doctor's payroll
- Grievance Management - Liaison with management and staff regarding all pay enquiries and addressing, solving the same within 24 Hours or Maximum 48 Hours
- Statutory Payment - ensure to generate the report pertaining to statutory payments like ESI, PT, PF, TDS and their remittance its compliance with in time
- Managed employee relations issues such as grievances, disciplinary actions and terminations.

Quess Corp Ltd - Staffing OPS Executive

11/2017 - 09/2019

- Follow up with the client for the salary input
- Post receive input, generating emp id for uploading Salary CTC
- After uploading CTC, validating the input
- Post validating salary process for the associate
- Follow up with the client for the Payment
- After Receiving the payment, Update Payment in our records
- After updation, we need to prepare bank advice for the same
- Release the salary for the Client for the Same
- Release Emergency Case Salary In the Mid-Month Process
- Travel and Reimbursement additional input also process

TEAMLEASE SERVICES LTD - Staffing OPS Executive

04/2016 - 10/2017

- Follow up with the client for the salary input
- Do the salary process for the associate
- Follow up with the client for the Payment
- After Receiving the payment, Update Payment in our records
- Release the salary for the Client for the Same
- Raise the Debit Note & Credit Note For the Associate
- Release Emergency Case Salary In the Mid-Month Process

Coca Cola (Hindustan Coca Cola Beverages Pvt. Ltd.) - Shipping Executive (Temp)

03/2015 - 12/2015

Summerinternship

Odisha Power Generation Corporation (OPGC), Financial Statement Analysis of OPGC, 6 weeks

Personal Information

- Date of Birth: 01/17/93
- Nationality: Indian
- Marital Status: Unmarried
- Religion: Hindu

Languages

- Odia
- Hindi
- English

Disclaimer

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

Certificationprograms

- PGDCA, National Institute of Computer Education (NICE), 1 year, 2013

- Tally ERP 9.0, HLC, 3 months

Areas Of Interest

- Playing Cricket
- Writing small Stories
- Listening to Music