

RESUME

SARA NISHITHA

GRC EXECUTIVE

Dedicated professional with extensive expertise in global payroll operations and a thorough understanding of compliance laws and regulations. Proficient in conducting in-depth compliance research to ensure organizational alignment with legal standards and best practices. Skilled in cross-functional communication, effectively collaborating with diverse teams to drive compliance initiatives. Demonstrated success in implementing and maintaining robust data systems to uphold compliance, enhance operational efficiency, and mitigate risks. Known for a detail-oriented approach and a commitment to fostering a culture of compliance within the organization.

Contact:



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16-11-16/m/4/2/b, East
Prashanth nagar,
Moosarambagh, Malakpet,
Hyderabad, 500036.

Education:

● Masters of Business Administration

AURORA'S PG COLLEGE,
Ramanthapur, Hyderabad.
MBA Finance - 2022 **(Grades - 8.0)**

● Bachelors of Commerce

ST.DANIELS DEGREE COLLEGE,
Kukatpally, Hyderabad.
B. Com - 2019 **(Grades - 8.3)**

● Intermediate

SRI CHAITANYA JUNIOR COLLEGE,
Kukatpally, Hyderabad.
MEC - 2016 **(Grades - 91%)**

● Secondary School Certification

OXFORD HIGH SCHOOL
Jogipet, Telangana.
2014 **(Grades - 9.2%)**

Skills:

- Operating system:
Windows XP, 7 & 10.
- MS Office
- Accounting
- Global compliance

Experience

● GRC Executive

Open DHI Private Limited, Hyderabad. **Jan 2023 - Present**

- Global Compliance research such as minimum wages, statutory policies, Leaves, Payroll, social security contributions and other employment law.
- Preparing Quotations for various countries like European regions, UAE and others.
- Collecting and maintaining clients and partner's company's documents for KYC records.
- Handling admin portal for all the business related contracts, documents, quotations and certifications.
- Making sure to have the MSA and SLA for various clients and partners.
- Preparing Contracts/Assignment Specification for every new deal which helps in invoicing the clients and addendums if required.
- Finding GBP's where there is no local presence of the company.
- Shadow payroll for EU and non EU regions.
- Getting pay slips and invoices renewed and approved related to GBP's.
- Addressing and resolving client queries to maintain High level of customer satisfaction.
- Maintaining great relationship with clients and partners.
- Handled incorporation and expansion of company in the Europe for the countries Norway and Sweden.

Strengths:

- Ability to explain and transfer knowledge effectively
- Acceptance of challenging assignments
- Commitment and dedication towards work
- Self-motivation and flexibility
- Initiative-taking and problem-solving attitude

Objective

- To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and add value to the organization and my career. Aspire to use and enhance my knowledge and ability to work in harmony with my colleagues.

Personal Details:

DOB: 29/07/1998
Gender: Female
Nationality: Indian
Place: Hyderabad

Languages:

- English
- Hindi
- Telugu

Declaration

I hereby declare that the above information furnished by me is correct and true to the best of my knowledge.

SARA NISHITHA