

# Jujaray Prashanth

Payroll Specialist

## Contact

**Address**

Bengaluru, INDIA 560010

**Phone**

8146347771

**E-mail**

prashu1899.jujaray@yahoo.com

**WWW**

linkedin.com/in/prashanth-jujaray-b986b4104

## Skills

Technical skills

- Payroll
- Training and development
- Employee relations
- Dashboarding
- Performance management
- Global payroll experience
- Talent Development analysis
- Hr analytics
- power bi
- Tableau
- Ms excel

Softskills

- Analytical thinking
- Time management

Experienced payroll specialist with a proven track record of three years in the field. Known for strong organizational skills and an unwavering work ethic, dedicated and passionate job seeker seeking an entry-level position . Committed to contributing to the success of the team and helping achieve company goals, ready to bring expertise and enthusiasm to make a positive impact.

## Work History

2020-03 -  
2023-03

**Payroll Specialist**

*Ceridian, Noida, India*

- Maintained strict confidentiality of all payroll information and records.
- Managed payroll data entry and processing for "1000" employees to comply with predetermined company guidelines.
- Resolved payroll discrepancies quickly and successfully.
- Completed payroll accurately and timely to meet employee expectations.
- Handled Documents checking – reimbursements / Tax proofs
- Knowledge on Tax and Statutory around payroll
- Handled year end Activities
- Handled TDS ,Tax related process
- Handling payroll related tax and statutory PF, PT, ESIC and LWF
- Provided inputs to management on utilization of different HR policies through a dashboard
- Assisted employees with inquiries regarding their deductions, and other related issues, providing clear and concise communication.
- Ensured proper documentation and record-keeping for all payroll activities.

## Certifications

2024-07                      HR analytics Certification- CHRM

## Education

2018-04 -                      **MBA: Human Resource Management and**  
2020-04

Problem solving

Team leadership

Customer centric approach

Trouble shooting

Languages

English

Advanced (C1)

Hindi

Upper intermediate (B2)

Telugu

Advanced (C1)

Marathi

Advanced (C1)

Marketing

Lovely Professional University - Jalandar

2009-02 -  
2013-07

B Technology: electronics and communication

Gitam University - Vishakapatnam

2008-03 -  
2009-04

Board of Intermediate: Maths Physics Chemistry

Naraya College - Kurnool

2005-06 -  
2006-06

High School Diploma

Milton Grammer English Medium School - Adoni

Interests

Sports

Reading

Zumba

Cycling

Yoga