

# RAHUL SRIVASTAVA

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In order to elevate my role to the next level and to enhance my skills & domain knowledge

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## PROFILE & STRENGTHS

- Diligent & result oriented HR Professional with sound exposure of **End-to-end Payroll Management, Performance Management System (PMS), Performance Appraisal, Recruitment, Compensation & Benefits, Compliance & Taxation** etc. Motivated, enthusiastic & thorough professional with capabilities of working on own initiative with a systematic approach & a single-minded dedication towards the task at hand.
  - Self-motivated, hardworking and goal-oriented with flexibility, creativity, resourcefulness, commitment and optimism. Effective communication skills, verbal as well as written coupled with exceptional presentation skills with the ability to perform above expectations.
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## PROFESSIONAL CREDENTIALS: 8.2 Years

**VIRTUE ANALYTICS PRIVATE LTD**

**Period: Aug-2022 to till now**

**Manager – Human Resources**

**Job Location: Lucknow**

### Responsibilities:

- Managing complete **employees' life cycle**.
- Managing complete **PMS (Performance Management System)**: Managing by objective (**MBO**)- Using **Weightage Method and valuation based on KRA, KPI until Bell Curve**.
- **Performance appraisal (Part of PMS)**.
- **Recruitment**: Creating JDs, Screening, Short-listing and conducting web & face 2 face interview including Walk-in & Campus placement drive, On-boarding etc.
- **Compensation & Benefits**: Valuate CTC to Rolling out Offer Letter & NDAs to candidates.
- **Attendance & HR policies**.
- **Employee Engagement & Employee Grievance handling**.
- **End-to-end payroll management** (Employee's Joining to Full n final settlement).
- **Payroll Compliance**: EPF, ESIC Challan preparation & payment. Circulate the process flow chart like PF transfer, withdrawal, KYC approval, e-nomination etc.
- **PAN India Taxation** including monthly payment of TDS on salary, rent.

**UTKARSH SMALL FINANCE BANK LTD**

**Period: Sept-2021 to July-2022**

**Deputy Manager – Human Resources**

**Job Location: Varanasi**

**Handling Clients: PAN India Payroll with Headcount of 11,000 employees**

**Software interface:** Adrenalin, HRMIS, Microsoft Outlook, Advanced MS Excel (Vlookup, Pivot Table, SumIf conditions etc.)

**Responsibilities:**

- Monitor record keeping procedures for accuracy, research and analyzes discrepancies in weekly payroll, and processes appropriate corrections.
- Prepare weekly tax payments as well as any special tax payments that arise such as Salary advance etc.
- Responsible for reviewing exceptions and unprocessed pay data and reconcile errors and make adjustments, as needed; Applies benefit, garnishment and tax withholding adjustments to pay lines at the request of the department.
- Provide expert guidance to payroll operations staff to ensure compliance and accuracy when dealing with complex payroll-related HRMS query and unique situations.
- Audits payroll processes to ensure accurate and timely utilization of tax rates utilized in pay runs.
- Performed data analysis and ad-hoc reporting by using advance excel skills and creating Excel templates for greater efficiency.
- Worked with payroll team to compile and upload payroll processing of employees' hours worked, overtime, payroll discrepancies, and bonuses.
- Prepare MIS Report, Tax related reports and Compliance data.

**ISON BPO INDIA PRIVATE LIMITED****Period: Nov-2019 to Sept-2021****Assistant Manager – Human Resources****Job Location: New Delhi****Handling Clients: India & 11 African Countries' Payroll**

**Software interface:** HRMIS, Microsoft Outlook, Advanced MS Excel (Vlookup, Pivot Table, SumIf conditions etc.)

**Responsibilities:**

- Handling Payroll & Operations for all Africa's 11 countries.
- Handling India Payroll.
- Single point of contact for all 11 African countries and supervising all those 11 locations' HR for payroll, attendance, employees leave policy etc.
- Process of Hiring, Exit and Termination cases with the approval of higher authorities.
- Validation of payroll input including WFM attendance report from all across Africa locations.
- Ensuring that all the Pay register should be complete as per deadline before handover it to Finance Team.
- Head count Reconciliation (between current month and previous month).
- Pay slips upload, New joiners' login credentials and welcome mail.
- Prepare Headcount report, MIS report location wise and send it Senior Management.
- HRMIS implementation and Payroll Data Migration.

**ASCENT CONSULTING SERVICES PVT. LTD.****Period: Feb-2016 to May-2019****Sr. Executive- India Payroll****Job Location: Gurgaon****Handling Clients: 10+ Clients' Payroll**

**Software interface:** Australia-Xero Payroll Accounting, Singapore-Payday, Malaysia-Payroll Panda. Also using software like PowerHR, HR Berry, PowerPay, and Customize CRM, MS Word, MS PowerPoint, Advance MS Excel 2007/2010 (Vlookup, Pivot Table, SumIf conditions etc.)

**Responsibilities:**

- Payroll Processing- **India Payroll, Overseas Payroll**- Australia, UK, Singapore, Malaysia.
- Onboarding, Induction & Employees' Orientation.
- Verification of salary reports with QC report on monthly basis before delivering to clients.
- Ensuring the payroll reports are in order before it delivered to clients.
- Head count Reconciliation (between current month and previous month).
- Gross Earnings reconciliation report (between current month and previous month).
- Validation of statutory reports like Income tax, PF, PT, ESI and LWF report.
- Reconciliation of CTC reports (i.e. Eligibility vs. Paid) on Quarterly basis.
- Preparing and validating reimbursement reports for all the clients.
- E TDS filling of 24Q for salaried employees on quarterly basis.
- Attending Help desk and employee's tax saving sessions.
- Contacting to the employee's and clarifying their queries on Tax and payroll.
- Share the draft and then final output according to the deadline as per the payroll calendar.
- The release of new joiners' login credentials and welcome mail.
- Share SLA Sign off to all clients.
- Prepare Headcount report, MIS report client wise.
- Visit to clients for quarterly meeting to get feedback and review the payroll.
- **Year-End Activities** – FORM-16 reconciliation between Part-A Vs Part-B, Verification of Investment proof and reimbursement bills.

**Achievements:**

- Appreciation from clients with regard to annual activities completion.
- Contributes to team effort by accomplishing related results as needed.
- Effectively co-ordinate the operational issues arise during the implementation process and also streamlined the payroll module by fine-tuning the concern areas.
- Simplification of payroll reports with the help of Microsoft Excel tools

**DKM ONLINE PVT LTD, DELHI****Period: Oct-2013 to April-2015****Payroll Executive****Job Location: New Delhi****Handling Clients:**

1. **ADOBE SYSTEM INDIA PVT LTD. (Strength: approx. 1500 employees)**
2. **QATAR AIRWAYS. (Strength: employees of 12 locations in India)**

**Responsibilities:**

- Monthly payroll processing- New joiners, F&F settlement etc.
- Bank Advice & reconciliation with Salary register.
- Investment proofs- verification & validation.
- Monthly MIS report preparation.
- Reimbursement of expenses- verification.
- Preparation of output reports like- CTC variance report, FBP report, Compliance reports etc.
- Year-End activities- FORM-16 reconciliation.
- Resolving queries related to investment proofs.

## LINKEDIN CERTIFICATIONS YEAR 2022:

- **Human Resources: Compensation & Benefits**
- **Performance Management: Improving Employee Performance**
- **Performance Management: Setting Goals & Managing Performance**
- **Virtual Performance Review & Feedback**
- **Virtual Recruiting**

## TECHNICAL SKILLS:

- Certificate in **Tally 9.0** from F-TEC Computer Education, Lucknow in 2009.

### Session: 2005-2007

- Certificate in **Tally (5.4, 6.3 and 7.2)** from Management & Financial Consultancy Services, Lucknow.  
(Certified from Tally Solutions Pvt. Ltd., Bangalore.)

#Tally Graduate No. 980076861.

- Teaching Tally 7.2 in Management & Financial Consultancy Services, Lucknow.

### Session: 2002-2005

- Teaching **MS Office & Tally** in Soft Vision Computer Education Institute, Lucknow.
- Certificate in DTP (Desktop Publishing) from Soft Vision Computer Education Institute, Lucknow.

**SOFTWARE SKILLS:** Advanced MS Excel (Vlookup, Pivot Table, SumIf conditions etc.), MS Word, MS PowerPoint, MS Outlook.

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## ACADEMIC QUALIFICATION

- **MBA in HR** from Integral University, Lucknow in 2018.
- **B.COM.** from Indira Gandhi National Open University, Lucknow in 2009.

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## PERSONAL INFORMATION

- **Permanent Address:** C-1027/8 Indira Nagar, Lucknow 226016.
- **Marital Status:** Married
- **References by:** Available on request