

Dosala Suchallaja

Can Join Immediately
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Work Profile:

Highly dynamic US, UK Payroll Specialist adept in accurately entering, maintaining, and processing information in payroll system.

Proficient in ensuring proper payroll deduction for taxes, benefits and other deductions. Experienced in solving problems concerning payroll, answering inquiries.

Work Experience

Associated with **ADP PVT. Ltd** (Automatic Data Processing), a Fortune 500 Company since 16th of February 2015 to October **11** 2021.

Designation: Analyst

About the process – ADP Total source PEO is the 2nd largest PEO service provider in the United States with 500,000 WC codes. It has a variety of services offering like Payroll, TAX, HR, Benefits, Retirement services etc.

Process employees' paychecks by collecting their payroll data and timesheets. Their duties include verifying employees' work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees and updating payroll records regularly

Job Description and Responsibilities

AT ADP worked on Implementation project

Implementation:

- Onboarding of clients into ADP systems.
- Auditing various CDP documents signed between the client and the ADP for its legibility and uploading them in Doc cloud.
- Processing the Client's I9 documents and uploading them in the EI9 Application.
- Processing 9 types of US state and federal payroll forms and saving them as documentation in different ADP PA-32, CAWC. Applications.
- Payroll is interlinked with each form when it is processed. We process employee eligibility form I-9, DDA, W4, STWH, WTPA,

Payroll:

- Establish and maintain good working Relationship with clients.
- After processing payroll cross check payroll data and provide the documentation to clients.
- Prepare reports for clients and auditing of all payroll transactions and adjustments clients send us.
- Interact with PSS (Payroll Service Specialist) regarding process Queries.
- Develop, manage and maintain Comprehensive payroll taxes. Records to ensure compliance with federal and state taxes.
- Processing of payroll for US clients.
- Regularly review and client payroll.

Quality Auditor:

- Audit the tasks that were performed by the associates and provide them with timely feedback.
- Monitor the team's quality and if there are any issues, bring it to the notice of the management.
- Mentor the team members facing quality issues.
- Published Quality report on daily, weekly, Monthly and Yearly basis.
- Conducting quality sessions for the team members once in a week.
- Publishing the comparative analysis on the performance of the team on a weekly, monthly and annual basis.

Team Engagement:

- Trained team members for on boarding, the entry on duty task and procedures.
- Implemented Standard operating procedures and training to produce a more functional work Structure.
- Enter Credentialing Data into systems credentialing /education/TB/ New Hires etc.
- Prepare and maintain New Hire Spreadsheet records.

Projects:

Ephesoft: I worked on the clients which were out of compliance and created the MOU's for them. I have achieved a desired result on this project and each time I was able to close 100 cases.

On Calls with Onshore Members: Lead the transition internally liaising with Business partners by means of virtual training and was able to accomplish the project within agreed timelines.

WSE's Locals cleanup projects: Worked on clearing up around 600+ cases which were on hold due to incorrect WC code and locals tax states of worksite employees.

**Achievements
and Awards**

- Awarded with the Associate of the QTR
- Received E-Recognition from BU for working on critical client payroll request with 100 % quality

- Received 17 Awards for maintaining 100% Quality, in Audits and 99.25 in Productions ➤
Won Top Gun Award.
- Awarded with a star performer in the year-end contest.

Training and Certifications:

- Business communication
- Stellar service
- Team building - OBL - cinque

Education Qualification

- Graduation from Indian Institute of Management & commerce.
 - Course: B. Com (Professional)
- Intermediate from Loyola junior college.
 - Course: CEC (Civics, Economic, Commerce)
- SSC from Geetha High School

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

Place: Hyderabad,

Date: