



Name: Mayil Raja Ayyappa Sundaram T
Email ID: mayilraja55@gmail.com
Contact: +91 8344429638
Place: Madurai

OBJECTIVE:

Seeking a position to utilize my skills and abilities in our industry that offers professional growth while being resourceful, innovative and flexible.

EXPERIENCE:

- APARAJITHA CORPORATE SERVICES (P) LTD., Associate - Personnel in Payroll services in from Jun'19 to Jun'23 (4 years).
 - Best Money Gold Ltd – Audit (6 Month)
 - TVS Bike Showroom - Sale Executive (3 Month)
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ROLES AND RESPONSIBILITY:

Responsibility in Aparajitha Corporate Services:

1. Preparation of Salary workings for the additions as per the minimum wages norms and regulations.
2. Minimum Wages Workings State & Central Act.
3. Consolidation and Reconciliation of Data received from various places for processing the payroll.
4. Updating the Monthly Additions, Deletions and Other Miscellaneous Changes in the software.
5. Payroll preparation with P Tax.
6. Preparation of Wage Registers and other registers for the disbursement of the salary.
7. Payroll reports preparation.
8. Full and final settlement process.
9. MIS preparation and maintenance.
10. EPF Joint Declaration Form & Death Claim process.
11. EPF KYC, Transfer & Basic Name change approve.
12. Generating PF UAN No. & challan.
13. EPF Remittance.
14. Preparing workings of Gratuity & Bonus.
15. To rectify the client query.

ACADEMIC QUALIFICATION:

Course Name	Institution	Year of Passing	Percentage
MBA HR	Madurai Kamaraj University	Waiting from result	
B.A Economics	N.M.S.S.Vellaichamy Nadar College	2018	65%
HSC	Sourastra High Sec School	2015	65%
SSLC	Good Luck Matrication School	2013	60%

SOFTWARE PROFICIENCY:

- MS Office – Exposure up to 2013
- TALLY ERP 9
- Windows XP, 7, 8.1 & 10

ADDITIONAL QUALIFICATION:

- I have completed lower type writing in English.
- I have completed higher type writing in English.
- Laptop Sale & Service

PERSONAL DETAILS

Father's Name : Thangavel M
Date of Birth : 05/07/1996
Religion : Hindu
Marital Status : Unmarried
Language known : Tamil, English and Malayalam
Type Writing : English
Communication Address : 21B, Krishna Street, Mennakshi Nagar,
Villapuram, Madurai – 625012

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

Thank you

Date:

Yours Sincerely,

Place: Madurai.

(Mayil Raja Ayyappa Sundaram T)