**CURRICULAM VITAE**

**DEEPIKA.S**

**Email**: sandeshdeepu9@gmail.com

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### Career Objective:

* To work in challenging environment and use my potential skills and knowledge to the fullest extent for the company growth as well as my career growth and delivering the high quality output by putting my sincere and dedicated efforts towards the organization.

### Professional Experience:

***1. PROFESSIONAL EXPERIENCE:***

Worked for **Bank of America Merrill lynch** as a ‘Fraud investigation agent’ from 2012-2015

***CLAIMS FRAUD INVESTIGATION DEPARTMENT):*** *(***Responsibilities include)**

* Conduct objective, fair, thorough, unbiased and timely investigations into allegations of fraud, waste or abuse committed by clients against our company
* Review and research evidence/documents to analyze the overall fact pattern of claim and synthesize data into a professional report with recommendations
* Prepare and coordinate field assignments to obtain relevant evidence and information
* Manage and prioritize a large and varied case load effectively and efficiently to achieve positive result.

***2. PROFESSIONAL EXPERIENCE:***

**ADP Pvt Ltd (Automatic Data Processing)**

ADP employers of provides flexible corporate payroll services that improve payroll management for every size. To provide the clients to focus on their core business by handling the time consuming task of Labor management and Human resource benefits services and many other tasks.

***Benefit Enrollment Process :*( Responsibilities include)**

* Analyze the client provided reports for the complete details which include dependents data of Employees, benefits provided by the employer to the employee, Benefit Enrollment plans & Upload the extracted data from Database.
* Analyze the Extraction method of the client data by verifying the report formats and use specific software for the conversion.

***Time &Labor Management :*( Responsibilities include)**

* Assigning company wise employees to their respective supervisors on the ezlabor manager.
* Setting up each employee’s time card details and batch ID based logins.
* Capturing all employees worked hour’s information and data can be imported to other systems for further workforce management analysis.

***Work Force Now :*( Responsibilities include)**

* Move all products (TLM, HRB, and Payroll) from multiple sign-on to Single Sign-on.
* Work on different projects assigned to me, excluding my daily work.
* To receive the Hot codes by US vendors, and have to finish it through various AD Applications of the products by using MS-office.
* Monthly calls with the US client for reviewing their payroll and tax information’s.

***Data Conversion :( Responsibilities include)***

* Analyze, Interpret the Data received from different vendors and convert the same as per the client requirements.
* Importing the converted data into the ADP systems and support the test run for payroll.
* Quality Audit of the conversions processed to reduce errors.
* Supported New Joiners on floor when required.
* Handling/correcting high-end escalations with a less turnaround time.
* Maintaining the work flow and distributing work equally to Entire process without any TAT miss cases.

***3. PROFESSIONAL EXPERIENCE:***

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Department: US Payroll

Designation: Payroll Analyst

Roles & Responsibilities

* Engaging in payroll for Amazon US Employees(hourly and salaried) for weekly ,biweekly and monthly.
* Also worked on full and final settlement payments for terminated employees and validate all the given details in the tickets with Peoplesoft before processing the final pay to the employees.
* Worked on tickets raised by employees, stakeholders, HRBPs
* Process instant pay to the employees who are in urgent need of money through QPOFF,QPIS,Instant issue and paycheck cards.
* Supported different CTI's as well like FSDD,ADP Self service, Germ (Overpayments) during peak times.
* Trained new associates on the Quick pay, Paycheck cards, Instant issue payments.

### Other Achievements/Awards & Responsibilities:

* Received many appreciations from clients for processing payrolls efficiently and on time
* Received bronze and gold award and got recognized by the leaders.
* Received appreciations from managers and BU leads in the form of Mymoments.
* Has been trained many other CTI’s for new employees and audited there performance.

### Core Competencies:

* Self-motivated with positive attitude and a strong belief in teamwork.
* Effective Communication skills.
* Good at learning new things fast and easily pertaining to process and job.
* Capacity to deliver positive results in a high-pressure environment, and achieving immediate and long-term goals.

### Technical Knowledge:

* MS-office.
* Knowledge in Excel.

### Educational Qualifications:

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| --- | --- | --- | --- |
| **Degree** |  | **University** | **Year of Passing** |
| **Institute** |
| MBA Finance | MALLAREDDY GROUP OF INSTITUTIONS | Osmania University, Hyderabad | 2012 |
| Graduation B.Com | Kasturba Degree College | Osmania University, Hyderabad | 2010 |
| Intermediate Public Examination | Vandana Jr. College | Board of intermediate , AP | 2007 |
| SSC | Model Mission High School | State board of Higher Education , AP | 2005 |

### Personality Speculations :

* Ability to work individually and in group.
* Ability to learn new things quickly.

### Personal Information:

Name : S. Deepika

Date of birth : 17.02.1990

Gender : Female.

Marital status : Married

Nationality : Indian.

Hobbies : Dancing, listening to music.

Permanent address : H.no:- 1-19-130/3, Assaf Village, Venkatapuram,

Trimulgherry, Secunderabad.5000015.

Languages known : Telugu, Tamil, Hindi and English.

### Declaration:

                                I hereby declared that all the information furnished above is true to the best of my knowledge and belief.

**Deepika.S**