V Radha

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Address: Door No3, Sathyavathi building, 5th Cross, Mariyappa Layout, Oppst Blue land Bakery, Avalahalli , Bangalore-560049.

Result-oriented professional with 4 years of experience in Time Office and Payroll Management.

# KEY SKILLS & COMPETENCIES

* Time Office Management
* Payroll Processing
* Joining and Exiting formalities
* Handling employee grievances
* ESIC, EPF, PT

# PROFESSIONAL EXPERIENCE

## WORK EXPERIENCE – Present Working

**ANZ Support Services India Pvt Ltd**. **July 2022 to till date**

ANZ is a leading bank in Australia and New Zealand and a major International Banking and financial services Group.

**Designation: Senior Analyst**

**Key areas of responsibility:**

**Working for Payroll and HR-Operations Team** (for Australia, India and APEA Countries under the set processes):

**Key areas of responsibility:**

* **Payroll Management:** Setting up new hires data in People Soft and Ensure correctness and timeliness of Salary processing. Handle queries on salary and benefits. resolving team’s query on processing related for Australian ANZ employees. Resolving teammates /New joiners query related to payroll.
* **Production Planning: T**o ensure the payroll related cases are closed within the target date and assigning the work to the team daily. Preparing and reviewing reports related to team’s performance monthly required by the higher management.
* TDS and Tax Calculations, ITWS, Solving employee queries, Indian manual payment.
* And I worked for New Zealand and Australian payroll and leave management**.**
* **Software’s Used**: People soft, Global Service Desk, Service Snow.

**Current Employer: RIMS Manpower Solutions Client Location: Tata Power Solar Systems Ltd Designation: Payroll Assistant**

**Tenure Period: Oct 2017 to Till Nov 2021**

**Tata Power Solar Systems Ltd**

Tata Power Solar Ranked #1 in the solar rooftop market by BRIDGE TO INDIA, commissioned a 12 MW rooftop project for RSSB-EES, working for a world-class brand with a global footprint gives Tata Power Solar employees the support of well-organized human resource management and a platform to learn from and be on par with the best in the industry.

# JOB RESPONSIBILITIES

* We are using Saral pay pack and (Biometric) Breakthrough Solutions.
* Employee Onboarding process like employees Offer letter, Appointment letter and confirmation letter.
* Responsible for maintaining and creating all employees ID cards, files, PF, ESIC, insurance**.**
* Assisting with day-to-day operations of the HR function.
* Preparing the tracker that is scheduling the interview timings in the day.
* Performing the joining and exiting formalities of employees and providing the necessary information.
* Time Office Management.
* Employees Attendance Management.
* Preparation of Salary Inputs for Payroll Processing.
* Process payroll updates, adjustments, deductions for employee record changes, leaves of absence insurance coverage enrolments/changes, personal/payroll status updates, employee working days, OT, ESIC, PF, PT contributions etc.
* Check final salary register with attendance and Input file OT, arrears, Bank account details and total dues and Net amount after statutory deductions.
* Overall, in-charge for payroll process and compensation related activities statutory compliance EPF, ESIC, PT.
* Keep tracking of Group Health Insurance of employees (sending addition and deletion list) Claims etc.
* Keeping track of Group accident insurance of employees (sending addition and deletion list) Claims etc.
* Relieving and Experience letter and exit management.
* Responsible for full and final settlement, bonus calculation, EL encashment (EL calculation)
* Preparing company salary statement in MS excel, on time generated payslips and sending to the employees.
* Employees Medical and LTA bills validation.
* Apprenticeship associate’s payroll management.
* Daily MIS preparation and reporting to Department Heads.
* Employees ESI and EPF registrations
* Employees onsite bills validation and processing for payment.
* Handling the employee grievances and on time responding to the employee queries through emails.

**Education Qualification**

Degree, Year :BSC Degree SPW Degree & PG college **– 2013 (6.2 CGPA)**

University / College : Sri Venkateshwara University, Tirupati.

PUC, Year : S K V N Govt Junior college **– 2009 (7.2 CGPA)**



**ACHIEVEMENTS**

Course, Year : Awarded as Best Employee from BVG India on 2018.



**COMPUTER LITERACY**

* MS Office (Word, Excel, PowerPoint).
* Well west in Time Management Software – (breakthrough).

# PERSONAL DOSSIER

Date of Birth : 1st Jun, 1992

Marital Status : Married

Languages Known : English, Telugu and Kannada.

**Declaration**: I hereby declare that the information given above is true to the best of my knowledge.

**V Radha**