

Ali Mohammed

Experienced **Payroll and Operations Professional** with 8 years of expertise in managing end-to-end payroll processing, compliance, and operational efficiency. Skilled in handling Global payroll, tax reporting, and ensuring adherence to labor laws and company policies. Adept at streamlining workflows, improving payroll systems, and collaborating with HR and finance teams to enhance accuracy and efficiency. Strong background in financial reconciliation, employee benefits administration, and process automation. Proficient in payroll software such as **ADP, Workday, QuickBooks**, and **HRIS systems**.



Work History

2023-11 -
Current

Sr HR Associate People Operations & Payroll

Aptia India Group Pvt Ltd, Mumbai

- Ensure timely collection and completion of all payroll changes, forms and supporting documents for processing.
- Responsible for submission of all payroll data to the vendor or others stakeholders as required.
- Responsible for conducting validation of draft outputs such as register and other standard reports.
- Liaise with vendor, HR and wider payroll team to understand or resolve and discrepancies.
- Request fund availability for payroll processing, monitor for completion of payments and mitigate any stopped workflows.
- Triage and respond to HR & employee payroll queries.
- Assist in internal and external audits related to payroll, ensuring documentation and folders are maintained and in compliance with audit requirements.
- Assist with payroll project and initiatives such as system enhancements, process automation and payroll integration.
- Process HR transaction in Workday as it relates to payroll whenever required- including employee



Contact

Address

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400070

Phone

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Skills

- MS Excel
- SAP
- Oracle
- MS Office

- Workday
- Success Factor
- Power Point
- MS Word
- ADP Workday

**2019-09 -
2023-10**

- data changes, OTP's etc
- Review and update payroll operating procedure & checklist for assigned payrolls.
- Other administrative duties as assigned.

Senior Associate in HR operations and payroll

Capita India pvt Ltd, Mumbai

- Dealing with UK and Indian employee's
- Completing the onboarding steps and activating record for payroll in SAP, updating tax code as per P45 / P46, leaver deletion
- Provide support on HR queries related to end to end employment lifecycle process
- Changing the start date, work pattern, contact details and employee related details in SAP and workday, providing former reference letter to the third parties
- Screening, hiring, changing the terms and conditions for employees, updating employee details on workday and SAP
- Providing work related documents to the employees
- HRIS, HRMS and performance management
- Connecting with stakeholders and analyzing the requirements of queries coming in preparing dashboards
- Maintain high level of confidentiality
- Employee Grievance

**2016-12 -
2019-08**

Senior Associate

Wipro India Pvt Ltd, Mumbai

- Interacting with the new employees joining the firm and remotely onboard them and responsible for providing great employee experience to the new employees joining the firm
- Communicate to employee's through Skype, zoom, teams, inbound/outbound phone activities to resolve employee complex queries
- Manage competing priorities and multiple administrative recruitment process

- Exit interview, salary discussion



Education

2012-04 -
2015-05

Bachelor: commerce

Mumbai University - Mumbai



Certifications

Microsoft Excel - From Beginner to Advance

Certified Indian Payroll Professional

White Belt (Reduction in time)

Yellow Belt (Change of Hours in terms & Conditions)

Six Sigma White Belt



Project

Employee Relations Program UK Payroll SOP Meri
Letters Updating in Employee Records



Personal Information

- Date of Birth: 12/09/92
- Gender: Male
- Nationality: Indian