



ADNAN SHEIKH

PAYROLL SPECIALIST

PROFESSIONAL EXPERIENCE

A highly motivated, organized, adaptable, Payroll Specialist with a solid background in Accounting and Payroll with four years of experience. Possess strong analytical and problem-solving skills, with the ability to make well-thought-out decisions. Works with clients to determine requirements and provide excellent service

WORK EXPERIENCE

Globalization Partners | Payroll & Billing Specialist

April 2022 - Present


- Reviewing MSA (Master service agreement) between company and client and verifying the pricing.
- Reviewing and processing payroll for professionals and contractors.
- Working on Tickets received from clients and employee and responding within TAT
- Generate Invoice on monthly basis to the clients
- Setup contractor details in the software
- Co-coordinating with the Local HR Specialist, Local Service provider for payroll related matters
- Inform clients on their outstanding debts and deadlines
- Answer clients equations and address problems
- Knowledgeable in Workday

Tata Consultancy Services | Payroll Consultant

January 2019 - March 2022

- Experience with processing Canadian and US payroll is an asset
- Knowledge of Fair Labor Standards Act

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SKILLS

- MS Office proficiency
- Invoicing and billing
- Prepare Journal Entries
- Software: Oracle, Workday, Tally, Zendesk, Bullhorn, Acumatica
- High level of accuracy
- Payroll tax knowledge, Multi-state payroll

LANGUAGES

- English
- Hindi

- ·System experience with Oracle and Peoplesoft
- ·Resolved client queries through proactive communication
- ·Process taxes and payment of employee benefits
- ·Analyzing complex payroll issues such as compliance with federal and state laws regarding taxes, insurance, and other employee benefits
- ·Preparing reports on payroll activities and trends to management
- ·Calculating payroll taxes and making deductions from workers' paychecks
- ·Maintaining employee records such as time cards, paystubs, and tax forms
- ·Conducting audits of payroll records to ensure accuracy and compliance with laws

EDUCATION

Mumbai University, 2016-2018

Masters of Business Administration- Finance