

**SWEDDHA. S**

Mobile: 7339176930

Email: sweddha19@gmail.com

## **PROFESSIONAL SUMMARY**

Highly organized and detail-oriented Onboarding and Payroll Executive with over 2 years of experience in managing end-to-end onboarding processes, payroll administration, and employee benefits. Skilled in using HR software and building strong relationships with new hires and internal teams.

## **PROFESSIONAL EXPERIENCE**

### **Associate – Payroll**

**Kyyba IT Private Limited**

**Feb 2024 to June 2024**

- ◆ Supported in the Payroll process for 200 employees, ensuring accurate and timely payment.
- ◆ Managed employee data in the payroll system, including new hires, terminations, and changes in employment status.
- ◆ Entering employee hours in Jobdiva from the VMS portal and check the daily updates.
- ◆ Assisted in resolving payroll discrepancies and employee inquiries regarding payroll matters.
- ◆ Ensured compliance with federal, state, and local payroll regulations.
- ◆ Coordinated with HR and accounting departments to ensure seamless payroll operations.
- ◆ Prepared and distributed payroll reports to management.

## SKILLS

- ★ Payroll Processing
- ★ Employee Data Management
- ★ Compliance with Payroll Regulations
- ★ Attention to Detail
- ★ Problem-Solving
- ★ Time Management
- ★ Communication Skills
- ★ Microsoft Office Suite (Excel, Word)

## US Onboarding and Payroll Executive

VR Della IT services Private Limited.

Jul 2022 to Jan 2024

- ◆ Prepare and send the offer letter to the candidates for signing.
- ◆ Initiating Background checks, Drug & Health screenings as per the client requirements and needs using third party vendor. eg(Evance, Quest, Mobile Health)
- ◆ Managed the complete Onboarding process for new hires, ensuring a smooth transition and positive experience.
- ◆ Maintained Employee records and ensured all data was up-to-date in HRIS.
- ◆ Sending Welcome email, Request for direct deposit details and Driver's license/State ID, Payroll Schedule email contains detailed information.

- ◆ Handled Payroll process for new hired and previous employees according to their Payroll schedule as Weekly, Weekly 2nd, Bi-weekly.
- ◆ Recieving timesheets through email from the Employees, submitting it in VMS portal and checking the daily updates until the manager approves it.
- ◆ Email follow ups with the Employees and Hiring manager to send his/her weekly timesheets.
- ◆ Calculating OT, DT, Sick pay and Holiday pay.
- ◆ Maintain and update the Excel and Google sheet by adding payroll related information such as Employee names, payrate, weekly hours etc.

## SKILLS

- ★ Communication skills
- ★ Attention to detail
- ★ Interpersonal skills
- ★ Problem solving
- ★ Payroll processing
- ★ Payroll software eg.(Paychex)

## LANGUAGES KNOWN

1. English
2. Tamil
3. Hindi

## **EDUCATIONAL QUALIFICATION**

- BACHELOR OF ENGINEERING / EEE

8.07 CGPA

OXFORD Engineering College 2018 - 2022

- HSC - 76.5%

BHEL Matriculation Higher Secondary School 2017 - 2018

- SSLC - 89.6%

BHEL Matriculation Higher Secondary School 2015 - 2016

## **DECLARATION**

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