

Gulam Moinuddin Khan
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Objective

- Looking towards a career in an organization offering growth and new opportunities where I can utilize my skill and knowledge to the best of my ability and contribute to the successful functioning of the organization.

Skills

- Payroll
- HR operations
- Training & Development
- Report Preparation
- Filing Tax Credits

Technical Skills

- MS Office
- Outlook
- Mainframe System
- SPSS
- Oracle Payroll Tools
- Scout works
- EY Maxx Tool

Experience

Ernst & Young
Analyst – Indirect Taxes

Bengaluru, India
Feb 2016 – Till Date

- Filing tax credits for Designated group of people on behalf of Clients
- Keeping track of Corporate Tax paid by Clients and Reserve Account maintained by State Government
- Handling Benefit Charge Statements sent by State Government, adjusting the records on timely basis and informing the Clients in case of any discrepancy
- Requesting State Government for Relief of Benefit Charges as and when required
- Dealing with Unemployment Insurance Determinations from State Government
- Accepting or Protesting UI claims depending on the situations
- Handling Hearing Decisions and Board of Review Decision

Tesco Bengaluru
Officer- People and Payroll Services

Bengaluru, India
Dec 2014 - Jan 2016

- Calculating Wages, Voluntary deductions to complete Payroll every month
- Processing payment for Employees (within 1 day, 3 days and 1 month)
- Stopping the payment from getting credited to the Account of the Employees as and when required
- Setting up trace if the Employee does not receive pay, investigating and finding the problem to ensure that the pay reaches on time
- Working on the rejects report from HSBC, coordinating with bank and Employees, following up to ensure that all Employees get paid correctly
- Interacting with Compliance Manager, Wages Clerk, bank and coordinating various tasks related to Payroll Department
- Changing Bank details of Employees on system in order to ensure that pay gets credited to the correct Account
- Handling all monthly bank transactions and reporting the same on monthly basis to the management team
- Preparing and sending reports to senior management and 3rd party on weekly and monthly basis
- Working on Duplication reports to avoid overpayment on weekly basis
- Scrutinizing Payroll for errors and discrepancies
- Responsible for arranging data and information by extracting from source documents and arrange it in prescribed format

Education

Visvesvaraya Technological University
Master of Business Administration
Percentage: 67

PES Institute of Technology
July 2014

West Bengal University of Technology
Bachelor Of Business Administration
Percentage: 73

Pailan College of Management
April 2012

Achievements

- Received Star of the Month (SOM)
- Received Team of the Quarter
- Maintained 100% quality standards consistently for 1 year
- Performed Quality Control activities in the team for 3 months successfully
- Ability to successfully train new joiners
- Cross-Training initiative helped the resources to be more efficient

Passport Details

Passport No. : H6648393
Date of Issue : 02/09/2009
Date of Expiry : 01/09/2019
Place of Issue : Kolkata

Personal Details

Date of Birth : 20th March, 1991
Language : English, Hindi & Bengali
Interest : Listening music, interacting with people
Strengths : Self-confidence, Communication and Collaboration, Adaptability
Gender : Male
Nationality : Indian
Religion : Islam
Marital status : Single

Date:

Gulam Moinuddin Khan