

SANCHAYAN SENGUPTA

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Date of Birth: 4 August 1968

Résumé

Skill:

- Extensive background in payroll processing, conversion and implementation and general accounting.
- Strong focus on customer service
- Ability to work cohesively and harmoniously within a team environment
- IT skill in payroll systems and Excel
- 20+ years professional level experience.

Experience:

Chief Manager – POONAWALLA FINCORP LIMITED (formerly MAGMA FINCOPR LIMITED)- Since 10 June 1996

- Managed the monthly in house Payroll Processing, Fringe Benefit Administration, Leave records for up to 9500+ employees in multiple states and 300+ outsourced sub-staff.
- Directly supervised 3 Assistant Payroll Managers and 3 Payroll executives.
- Ensure the accurate, efficient and timely processing of payroll.
- Liaison with Human Resources department.
- All payroll and related queries are responded to within defined timelines.
- Performed Payroll banking functions.
- Completed all Month End Payroll Operations including, submission of wage data to the management and balancing of all Payroll Accounts. Reconciled General Ledger accounts to the Payroll postings.
- Coordinated payroll policies and procedures with Human Resources, Accounting.
- Issued appropriate reports to Managers and Internal/External auditors.
- Ensure that company policies and procedures were properly followed as well as maintaining accurate payroll internal controls.
- Responsible for all aspects of month-end and year-end procedures.
- Ensure that relevant payroll returns are prepared and submitted within legislated time frame.
- Take lead role in process improvements to ensure efficiency through automating functions.

Education :

Bachelor's Degree (Hons.) - Commerce, University of Calcutta, Calcutta, 1991.

Sanchayan Sengupta

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