
CAREER OBJECTIVE

In pursuit of career enhancing opportunities in Payroll Management & HR Administration

PROFESSIONAL SNAPSHOT

A dynamic professional with 7+ years of experience in the area of Payroll. Noticeable traits about me are I am a good team player, hardworking and quick learner, has positive attitude, dedication and willingness to accept new Ideas and ability to learn and pro-active approach to work. Excellent interpersonal, communication, organizational skills, leadership skills, result oriented, versatile and self-motivated personality.

CAREER RECITAL

October 2019 till date IQVIA (Kelly Services)

Designation: Sr Payroll Coordinator [ROI Payroll + UK payroll+ NORDICS]

Duties and Responsibilities:

- Payroll activities like **co-ordinating with various HR's & Ops Managers** to obtain new joiner, terminations, designation changes information, check for discrepancies in the reports & inputting them into a consolidated and **provide it to vendor**
- Updated and aligned with **NORDICS policies** and procedures
- **Vendor Management**
- **Follow up with vendor** for the outputs and necessary changes
- **Reconcile output** data from vendor site with the **inputs provided**
- Look for **necessary changes** after reconciliation
- Preparing **reports for internal and external** teams
- Download and check **General Ledger from vendor site**
- Upload **GL's on people soft** finance.
- Creating reports for Accounting team and Banking team.
- **Raise invoice to pay** vendor for payments of salaries of employees.
- Prepare **manual payment form's** for Norway employee's salaries every month
- Answer to employee/HR's for **payment related quires through mails and calls**
- Prepare **monthly payroll Matrix** for management discussions
- Schedule **Monthly calls** with HR's/Vendors.
- Prepare **reports for external and internal auditors** based on the request

Designation: Sr Payroll Officer [ROI Payroll + UK payroll]

Duties and Responsibilities:

- Processing **weekly and monthly payroll** and ensuring timely payment of salaries and entitlements.
- **Payroll activities** like co-ordinating with various HR's & Ops Managers to obtain new joiner, resigned ee's, designation changes information, check for discrepancies in the received data & inputting them into a consolidated loadable format
- Constantly engaging through **calls and emails with the stakeholders** on their staff payroll queries.
- Verified data entry of **new hires, terminations** and various status changes.
- Submission of Income Tax to HMRC HMRC (**Her Majesty Revenue and Customs**) which is responsible for collecting taxes in UK.
- Processing superannuation, group certificates and **Monthly reconciliations**.
- Processing payroll **tax returns and annual adjustment** returns.
- Flawless execution of Full and **Final settlement FNF** for all leavers'
- Preparing year-end payment **summaries** and all other year-end requirements.
- Processing timesheets and termination and **redundancy payments**.
- Processing **increments and calculation of back pays**.
- Keeping up-to-date with employment and **tax legislation**, and **superannuation requirements**
- Worked with HR on various **HR-Payroll duties** such as benefits enrollments and new hire packets.
- Producing payslips, **P60's P45's, pay slip login, resetting login passwords**.
- **Setting up new Stores** on system and provided all necessary login details and manual.
- Update all types of changes to colleague's time sheets as **per HR's requests**.
- Processing **Claim Reimbursements** to the employees relating to their travel, food, accommodation
- Bank account **Reconciliation** and National Insurance number validations.
- Continuously look for **process improvement** opportunities and update the team on the same.
- Liaison with **Government Departments** for any kind of notices received
- Preparing **MIS reports** and **Metrics such as Net Pay Variance report**, comparative payroll summary, Head Count reports, etc.,
- Responsible **for Quality Check** and ensuring that the **SLA** and **TAT** are met as set by the team members
- Responsible for **training new team members** and getting them accredited from onshore SMEs.
- Responsible for reporting the performance of each member of the team by conducting one-one on a monthly basis and also discussed on the individuals **KPI's**
- Provide team **productivity** to managers on a weekly basis.
- Prepare Team review pack on a periodic basis.
- Help manager to maintain inter team reports like **Quality report, Inputs received, Inputs process** etc

Professional Accomplishments

- I have travelled to IRELAND-Dublin for cross functional training and Process transition.
- Improved the Quality of team's production which resulted in changing the client's perception

- Successfully trained 5 new team members and got them accredited from our client.
- Created a number of Excel Based Macro's to simplify payroll and AP process.
- Recognized and received awards from the Director for displaying exemplary dedication and commitment to the Payroll process.
- Lead the team amongst people and process changes and ensured the process had not been Impacted, Received Value awards from the manager to recognize and applaud my efforts.

Rewards & Recognition

- "Best team of the year" award won for good client relationship, quality processing and training & creating backups for Production
- Received the 20+, "Value awards" for the best performance and positive attitude.
- Won "Star of the month" award.

IT SKILLS

Operating System : **Windows, MS-Office (Excel, Word, PowerPoint)**

Well versed at System Applications :

- **Mainframe 132**
- **Oracle 11i**
- **Discoverer**
- **Citrix**
- **Workday**
- **ADP systems**
- **People soft**

SCHOLASTICS

BBM : Bachelors in Business Management (Finance specialisation) from Bangalore University

PERSONAL DOSSIER

Name : MOHAMMED SHAKEEL A.S
 Father's Name : ISMAIL SHARIFF
 Date of Birth : 9thFEBUARY
 Gender : Male
 Languages Known : English, Hindi, Kannada ,Tamil& Urdu,
 Interests : Marine Reef Aquariums, Sports and Pets.