



SKILLS

- Global Payroll, India Payroll, SAP ERP, MS Office, SQL, Python, Tableau, Data Analysis, Matplotlib, C, Pandas, Power BI, Finance Management, GL Reporting

EXPERIENCE

Sr. Client Account Manager Global Payroll(APAC&UK)

Apr 2022 -

Present

ADP

1. Payroll Administration

- **Processing Payroll:** Ensuring accurate payroll processing for all employees across multiple APAC countries(Singapore, Australia, Malaysia, India). This involves calculating salaries, wages, bonuses, overtime, and deductions with a pay slip count of **10k+**
- **Data Management:** Managing employee payroll records, ensuring all data (such as tax information, salary details, bank account information) is accurate and up-to-date.
- **Timely Payments:** Ensuring that employees are paid on time in the correct amount and method, in accordance with local regulations and company policies.

2.Compliance and Taxation

- **Ensuring Legal Compliance:** Ensuring payroll is in compliance with each APAC country's labor laws, tax laws, and statutory requirements (e.g., taxes, social security, healthcare, retirement plans).
- **Tax Filings:** Filing necessary tax reports, withholding tax deductions, and making sure statutory contributions (such as pension or social insurance) are calculated correctly and paid on time.
- **Auditing and Reporting:** Conducting internal audits of payroll processes to ensure adherence to local tax codes and regulations. Preparing and submitting payroll-related reports to government agencies when required.

3. Benefits Administration

- **Managing Employee Benefits:** Overseeing statutory and non-statutory benefits (e.g., health insurance, provident fund, allowances, paid leave) as per local laws and company policies.
- **Processing Benefits Deductions:** Ensuring that all benefits (such as retirement contributions, medical premiums) are deducted and correctly accounted for in payroll.
- **Employee Queries:** Addressing employee questions or issues related to their benefits or payroll, including resolving discrepancies.

4. Multicurrency and Cross-Border Payroll

- **Multicurrency Payroll:** Managing payroll across different currencies within the APAC region. This includes handling currency conversions and working with global payment platforms or banks with Foreign Exchanges)
- **Cross-border Taxation:** Ensuring that expatriates or foreign employees are taxed according to their home country's tax regulations, and understanding the complexities of double taxation agreements, if applicable.

5. Payroll Systems Management

- **Payroll Software & Tools:** Managing and maintaining payroll software or systems, ensuring that the system accurately processes data, calculates compensation, and generates reports.
- **Automation and Optimization:** Continuously improving payroll efficiency through automation and system enhancements to reduce errors and ensure timely payments.

6. Employee and Stakeholder Communication

- **Employee Communication:** Communicating with employees about payroll-related matters, including salary changes, tax issues, and benefits administration.
- **Stakeholder Management:** Coordinating with HR, finance, and senior management to align payroll functions with company objectives and financial planning.
- **Advising Leadership:** Advising management on regional payroll issues, compliance risks, and tax implications, particularly in the case of expansions into new APAC countries.

7. Problem-Solving and Issue Resolution

- **Addressing Discrepancies:** Investigating and resolving payroll discrepancies, such as incorrect payments, missing deductions, or miscalculated overtime.
- **Employee Support:** Providing support to employees who have questions about their payslips, benefits, or tax filings.

Tools/Technologies: ADP Celergo, ADP iHCM and ADP Global My View Portal, Microsoft Dynamics, Microsoft CRM.

Highlight: Single Point of Contact responsible for all the global payroll accounts of the clients and also a single PoC to address

any of the issues from the employees of the respective payrolls.

Performance Study Analys

Dec' 2020 – Nov'2021

The Hackett Group

Qualtrics

- Evaluated the effectiveness and efficiency of an organization's operations by identifying the areas of improvement, monitor metrics, and develop strategies to optimize performance.
- Expertise in Qualtrics, MS Excel, Powerpoint, MS Word and VBA to support the key issues, agility, and globalization studies that are targeted at providing research based strategic solutions to clients
- Creating Custom Dashboards as part of exceptional reporting using Excel, PowerPoint, Power BI and web technologies.
- Preparing a list of detailed performance metrics with comparisons to Top Performers and other study participants
- Extensive use of data analytic tools and techniques, both business contextual and statistical, and identifying and testing insightful business hypotheses so as to provide strategic insights to solve process and performance improvement initiatives
- Building Quick assessment tools that provide real time analysis aimed at supporting Business Advisors and Sales teams as part of business development effort
- Programming and technical skills used for data extraction and analysis & reporting
- Protect the Intellectual Property and adhere to all the policies and procedures
- Work with other line functions to collect or provide relevant data

Tools/Technologies: Qualtrics, SQL, Power BI, VBA, Tableau

Highlight: Developed strategies to enhance the performance across all the fields and functions of Management of the global clients of Hackett group.

Internships

Caliber Technologies

Cost Management Intern : Software Budgeting

Dec'21-Jan'22

- Worked on Project Budgeting Softwares to track the costing part of the projects that the company handle in India.
- Designed various structures to implement the project through different project management techniques like Waterfall and Agile techniques.
- Key Skills: Cost Management, Project Management, Business Analysis, Data Analysis, Business Strategy

Certifications

Executive Certification in Fintech and Risk Management in Banking Services from IIM Visakhapatnam.

SAP ERP

Education

MBA in Finance and Business Analytics from Nalsar University of Law.