

# **N.VENKATESH**

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## **OBJECTIVE**

To obtain a more challenging position within a large, exciting company who can offer a rewarding position to enable me to strive for success and broaden my knowledge and make use of the experience and skills I have already developed.

## **PROFESSIONAL EXPERIENCE:**

**Randstad India Private Limited, Chennai, Assistant Manager, Sep 2013 –Jun 2020**

### **Duties & Responsibility:**

- Handled Payroll, Reimbursement, Final Settlement, Grievance & Income Tax for employees
- Migrated new client with end to end implementation
- Updated the day to day activity report to the management
- Validated & supported consolidation of inputs on statutory compliance TDS/PF/ESI/PT payouts and administration
- Served as subject matter expert (SME) of payroll processes
- Monthly activities deliverables agreed as per the timeline
- Liaised with auditors and managed payroll tax audits
- Performed payroll systems monitoring and auditing as required
- Optimized payroll processes with automation & standardization
- Assisted with end to end system testing for version upgrades and legislative updates
- Assisted with internal and external payroll audits
- Coordinated with the client to fix up an meeting with employees for a help desk session
- Trained for new team members – payroll and statutory domain
- Attended client meetings
- Prepared of MIS reports for clients and management
- Managed team and attrition
- Processed multi-state payroll for employees
- Conducted the payroll process based on the inputs from the HR Business Partner and using the payroll Information System: produce payroll documents, calculate and ensure payment of all the components of salary, calculate and ensure payment of legal charges and statutory withholdings
- Collated Pan India branches data
- Checked full and final settlement of accounts is a part of separation formalities to be completed to pay the legal dues of any resigned employees
- Ensured timely and accurate payrolls
- Ensured that systems and processes correctly compute and record time, earnings, employee benefits, special deductions, mandated benefits, taxes, garnishments and other items that affect net pay and/or company liability
- Confirmed general ledger accuracy and mapping for all pay elements.
- Applied strategic thinking to eliminate manual processes and reduce overall processing time.
- Produced analytics to improve overall efficiency.
- Processed end to end payroll processes for each payroll support which includes HR interfaces, equity and mobility updates, overtime and retro payments, batch verifications, gross-to-net checks, check printing, bank interfaces and 3rd party benefit updates
- Full system testing for version upgrades and legislative updates

- Developed, maintained, updated and communicated organized-wide payroll policies and processes regarding earnings, deductions, time keeping as well as government compliance reporting
- Quarterly activities verified and filed ETDS returns
- Half yearly activities verified and filing of ESIC returns
- Year End activities, preparation of Form 3A and Form 6A.
- PT annual returns and Form 16 for salaried employees
- Assisted with acquisitions by working with human resources and business leads to facilitate change/integration
- Responsible for statutory documents & registers
- ESI – online updating and monthly contributions
- EPF – online updating and monthly contributions

**Calculating following details in FFS:**

- Unpaid Salary (if any)
- Balance Leave Encashment (Annual Leave)
- LTA / Medical or other Reimbursement Pending
- Notice Period Payment (in case of planned / mutual agreed resignation)

**Major Highlights:**

- Received appreciation from the Management team through “Well Done” award Issuance of PF Statements of 2014-15 in the same calendar year.

**ING VYSYA LIFE INSURANCE, Bangalore, Team Leader, Mar 2011 – Aug 2013**

**Duties & Responsibility:**

- Handled records for payroll process
- Prepared various inputs sheets for payroll process
- Maintained records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems
- Prepared and verified statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans
- Prepared employee payments and benefit payments by cheque or electronic transfer
- Completed, verified and processed forms and documentation for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance
- Prepared Q4 statements and other statements
- Provided information to employees on payroll matters, benefit plans and collective agreement provisions
- Compiled statutory reports, statements and summaries related to pay and benefits accounts
- Prepared JV for client for month on process
- Calculated pay based on hours worked, vacation time or holiday time and amounts deducted for taxes
- Maintained files for each employee indicating their work status, if there are changes in the employees position, pay or pay grade, that is noted as well, in addition files need to be closed out once the employee leaves the company
- Calculated and mailed out any changes in payroll practices, such as a holiday that could change the normal pay day or end of the pay period
- Processed banking information from the employee if they have their paychecks directly deposited into their bank
- Distributed pay stubs or pay stubs to employees with a complete account of how much was paid or subtracted during the pay period.

## **MA FOI Management Consultancy Pvt Ltd., Senior Analyst, Apr 2005 – Mar 2011**

### **Duties & Responsibility:**

- Establish, maintain, and develop strong and trusted client relationships that result in high client satisfaction, acting as a primary day to day contact for assigned clients
- To ensure timely receipt and delivery of payroll data in accordance with payroll schedules
- Engagement with local in-country payroll providers to meet delivery timelines while minimizing escalations
- Responsible for timely and accurate submission of all payroll data to required partners and/or clients
- Responsible for on time receipt and delivery of net pay and payroll reports in line with agreed upon payroll schedules
- Ensure reconciliation and validation of data according to predefined payroll processing procedures and standards
- Managing enquiries from clients, internal regional service centres, and local offices via our case management tool, ensuring full resolution in line with company Service Level Agreements
- Develop and drive action plans and root cause analysis reports for issues, as required
- Participate in the development of processes and procedures for the team in accordance with customer and business requirements
- Handled the process management for the team as single point of contact
- Prepared weekly team members performance and error reports.
- Prepared monthly consolidation reports.
- Allocated day to day work to team members.
- Monitored team members to achieve daily and monthly target.
- Individually achieving the personal targets.
- Monitored the performance of team members and guiding them.

## **Professional Management Consultancy, Chennai, Credit Purchaser, Aug 2000 – Feb 2005 (Back Office Operations for GE Countrywide Financial Services)**

### **Duties & Responsibility:**

- Processed individual applications for Consumer Loan, Personal Loan, Two Wheeler Loan & Auto Loan.
- End to end transaction processing from receipt in applications from customer to handover to Operation Center.
- Documentation check of the proposal
- Call for requirements – Communications to the customer
- Verified customer PDC given for the processing
- Checked customer credit norms as per company norms
- Verified DPN given by customer's
- Achieved the day to day target allocated by team leader
- Took additional responsibility to train new joiner's in to the process

### **Academic Qualifications:**

**Bachelor of Commerce**  
In University of Madras

### **Technical Qualifications:**

Have passed Type writing lower and Higher in English  
Diploma in Export Import Management (NIEM Chennai)  
Diploma in Advanced Software

**SKILLS/TRAINING COURSES ATTENDED**

- Stress Management
- Error Reduction
- Goal Setting
- Time Management
- Personality Development
- Six Sigma Training

**Other Activities:**

Organized lot of Social Responsibility program like plant sapling, fund raising programs, blood donation camp & global warming activities in ING Vysya Foundation.

**PERSONAL DETAILS**

DOB	:	27-May-1978
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Tamil & Hindi
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