

# AKELLA SRI RAMA SURYA PRAKASH

Email: asrsp1987@gmail.com, Ph:9791026295. Hyderabad.

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**Payroll and benefits professional skilled in handling India and Overseas regions with strong experience from HR & Finance end.**

## Professional Summary:

- Having around 10+ years of experience in Hire to Retire Payroll Process (Primarily), Compensation & Benefits, HR Operations across India & Overseas Locations.
- Worked Majorly for **India, APAC** regions including Payroll, C&B, HR Ops, T&A, Statutory Compliance, Employee tax, Full & Final Settlements, HR, Audits & employee queries also worked for **USA & Nigeria** regions during early stage of carrier.
- Experience in managing the payroll processing functions while implementing & administering payroll policies & procedures to ensure accurate & timely compliance with statutory obligations.
- Expertise in establishing end-to-end payroll process with skills in resolving payroll related queries from Law Enforcement Agencies.
- Proficient in managing compensation & benefits (Ops), leave management and joining formalities, maintaining audit procedures and performing SOX related audit controls.
- Working knowledge in handling migration & testing processes for payroll, benefits and HR segments by ERP & CRM tools, successfully banned migrations for **India, Singapore, Nigeria, Myanmar, Cambodia, Laos**
- Identified process improvements to drive efficiencies and best practices.
- Resolved majority of problems and responded to customer service inquiries related to payroll earnings, deductions and tax withholding.
- In-depth knowledge Payroll & HCM tools including PeopleSoft, workday HCM, SAP, CPS Online.
- A team player with excellent communication, relationship building and time management skills.

## Professional Experiences:

| Designation                   | Company                      | Location  | Duration              |
|-------------------------------|------------------------------|-----------|-----------------------|
| Deputy Manager                | Mercedes Benz (MBRDI)        | Bangalore | Nov 2022-Jan2023      |
| Sr. Analyst Payroll           | Invesco India Pvt Ltd        | Hyderabad | July 2020-Oct-2022    |
| Payroll & Benefits specialist | General Electric India Ltd   | Chennai   | Nov 2016-July 2020    |
| Specialist GBS HR             | Flextronics Tech (I) Pvt Ltd | Chennai   | Jun 2016-Oct 2016     |
| Process Specialist            | Hexaware Technologies        | Chennai   | June 2014 – June 2016 |
| Process Executive             | Saipem India Projects Ltd    | Chennai   | Sep 2012 – May 2014   |
| Process Associate             | Cognet HR Solutions Pvt. Ltd | Chennai   | Jun 2010 – Aug 2012   |

## Current Responsibilities – India Payroll, Benefits & Compliances

- Managing payroll process (Hire-Retire), Statutory compliances, Time & Attendance and C&B activities of employees in the organization for multiple locations across India.
- Preparation of CTC structures & Emp details masters and ensuring the master records are created in HR & Payroll systems.
- Part of on boarding and conducting induction for new hires on payroll, Comp & benefits.
- Aliasing with multiple stake holders including Finance, HR & global heads and providing compensation & statutory data periodically for the assessment of salary changes, budget forecasting & attrition rate and due diligence.
- Aliasing with global C&B team to work on quarterly dividend, gift perk and annual bonus /variable pay and deriving the gross up tax.
- Providing the annual Gratuity and leave encashment information to get the actuarial valuation report for future assessments.
- Participated on defining the new comp structure proposals as per the latest wage codes proposed by govt of India.
- Working on bonus/variable pay, ESOPS, RSU's, Salary increments, & employee's insurance deductions.
- Gratuity fund management & NPS process handling.
- Segregating the payroll input from multiple stake holder including HRBP's and Talent acquisition team & finance and sending the same to vendor and ensuring the execution of inputs on time.

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- Handling Time & Attendance process, absence & leaves management and year end process and defining the monthly LWOP input, shift and on call allowance and OT inputs.
- Validation of pay registers, other reports and signing off the payroll and ensuring on time salary disbursement to employees.
- Handling the quarterly and annual reimbursement process as per schedule for LTA, fuel & drivers' salary.
- Handling the salary advance payment and recoveries and maintain respective schedules and masters.
- Handling the PF UAN creation / linking and transfers and resolving the PF queries.
- Responsible for complete exit process including actual investment proof validation for tax and notice pay or salary adv recoveries (if any) and releasing the F&F settlements gratuity payments
- Remitting TDS, PF, ESI, PT, LWF (Pan India) and form 24q filing & IW, ER1 returns as per the due dates.
- Resolving the employee queries related to payroll, tax, benefits, T&A form-16, Policies related to Comp & Ben.
- Preparation of monthly JV files and sending the same to GBS for posting the entries.
- Preparing of Black line schedules and ensuring/reconciling that payroll withholding amounts and payments are matching the GL entries booked by Finance.
- Handling the year end process and tax filing and disbursing form-16 to employees.
- Audit handling both internal & external teams and addressing the audit queries as per audit time lines.

## Key accomplishments:

- Completed payroll vendor migration successfully.
- Testing and launching the ESS portal.
- Played a key role in designing, testing and go live of Service now ticketing system for Invesco India region.
- Reduced time for employee communication from payroll end by automation with the help of mail merge.
- Created an excel macro where it will convert the gratuity workings in to individual letters for each employee separately.
- Created excel templates for output validation and creating the master files.

## Job Responsibilities (Previous organizations)

- Handling payrolls & Benefits for multiple countries of ASEAN (**India, Singapore, Myanmar, Laos, Cambodia**) regions under GE Business, SPOC for the stake holders including HRM's and employees' vendors.
- Work closely across internal and external teams and establish strong relationships with GE Business and stake holders. Driving Vendor delivery per SLA and manage vendor performance through centralization and simplifications
- Preparation of monthly payroll budget, complete responsibility for payroll input, Out put and salary disbursement, F&F process, Statutory remittance and query management, quality & Service delivery metrics.
- Review as is process, Identify & lead improvement plan by implementing lean methodology, drive operation excellence.
- Validation of out and salary disbursement, monthly CPF filing and handling the social contributions ( CDAC, SINDA, MBMF, ECF & FWL)
- Lead the year ending IR8A filing and stabled the process of IR21 and NS claims process for Singapore.
- Played a key role for Workday migration from Oracle HR, ESS implementation, Bonus and loan process automation, PRDW (payroll data ware house) implementation.
- Coordinated with the Enterprise standard team for Global payroll input toll (GPIT) implementation also Testing and implementation of new Pay codes as per business requirement considering the enterprise standards.
- Supported HR Project migration of Time & Attendance, Compensation Benefits process of Malaysia employees.
- Responsible HR EDM & Payroll process (END-END), Time & attendance, Absence management for both salaried and hourly staff, Employee quires, Year ending, Audit & GL process for Singapore postal service at Hexaware
- Involved in process testing and project migrations and automation from SAP to People soft (SIT & UAT) at Hexaware
- Worked on Symphony summit (CRM) tool lurching for employee's query.
- Handled payroll process for Africa & ASEAN regions of Saipem, was a SPOC for stake holders.
- Worked for US HROPS & Payroll for huge volume of employees under all pay cycles with Cognet HRO
- Off cycle payroll run-Bonus check, correction payroll, payroll in advance, absence payments etc.
- Well versed with the US statutory deductions process and related accounting.

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## Educational Qualifications:

- MBA (HR) from Pondicherry University (Twinning Program in Loyola college) in 2016
- Bachelor of Commerce (B. Com) from Andhra University in 2010

## Technical Knowledge:

- Office Tools: MS office
- ERP Applications: Global Payroll PeopleSoft 9.2, Work Day HCM & CPS
- CRM: Onyx, Uniview, SymphonySummit, Service cloud, Service now.

## Rewards and Recognition:

- Received R&R award for Outstanding performance and contribution to payroll during the year 2021 &2022 from Invesco India Pvt Ltd.
- Monthly Star performer award April & August'15 from Hexaware Technologies
- Best Speaker Award for Commerce group discussion in Inter-collegiate competition
- Runner up for Carnatic and Light Music in Inter-collegiate competition
- Completed certificate course in Carnatic Music (Vocal) form Sri Potti Sriramulu Telugu University

## Personal Data:

|                      |   |                               |
|----------------------|---|-------------------------------|
| Father's Name        | : | A V V S Prabhakar             |
| Nationality          | : | Indian                        |
| Date of Birth        | : | 15-04-1987                    |
| Language Proficiency | : | English, Telugu, Hindi, Tamil |
| Marital Status       | : | Married                       |
| Hobbies              | : | Carnatic Music, Violin        |