

SOWMYA SANJAY



Bangalore



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OBJECTIVE

To append and climb towards excellence in the field of Human Resources, thereby contributing to the development of self and the organization to enable its HR function to meet the process deliverables and internal customer expectations and in the long-term, to intend a career that will provide me opportunities to continuously enhance my skills as well provide professional growth, commensurate with my performance and capabilities.

EXPERIENCE

Total of 13+ Years of experience in Payroll & Finance and details are specified below



PEEL-WORKS

STAFFING | LOGISTICS | DISTRIBUTION

November 2022- June-23
Payroll Manager – Client Payroll

Key Responsibilities:

- Responsibility of monthly payroll processing, of 2500 employees for all regions.
- Prepare Monthly Attendance format and send to clients and Co-ordinate with all region client to obtain timely Monthly attendance, new joinee, resignee, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each employee.
- Check salary register with attendance input and HR Input sheet verify transfer Bank Account, salary advance, OT and incentives.
- Check reports of statutory dues including TDS, Prof. Tax, Provident fund, ESIC etc.
- Ensuring dispatch of Hard Copy of pay slips to all employees.
- Solving Help Desk queries relating to salary.
- Processing of Full & Final settlement of resigned employee.
- Co-ordinating with clients for the smooth Payroll Processing Month on Month.
- Prepare Monthly Payroll Comparison sheet for finalize monthly Payroll for Salary Disbursement.



Feb 2022-September 2022
Senior Payroll Analyst-Payroll & Time

Key Responsibilities:

- Responsibility of monthly end to end payroll processing, including verification of input and output of 40000+ employees.
- Co-ordinate with various department to obtain timely new joinee, resignee, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each of the outsourced employee.
- Preparing payment report Bank Upload (Salary upload format)
- Prepare reconciliation salary Pay head wise Gross salary and net salary part to previous month to current month salary register and Tax register.
- Prepare reimbursement working ie LTA Food Coupons Telephone reimbursement and conveyance allowance for the year and make payment as per eligibility.
- Preparing reports for payment of statutory dues including TDS, Prof. Tax, Provident fund, ESIC etc.
- Solving Help Desk queries relating to Tax Declaration, Tax deductions and salary and reimbursement.
- Processing of Full & Final settlement of resigned employee
- Preparing reports required by the Client such as Department wise reports, Location wise PT report, variance report, comparative payroll summary.
- Co-coordinating with coordinator for the smooth processing of payroll.
- Sharing the Meal Voucher inputs to Sodexo vendor for transferring to employees.
- Helping the internal and external Auditor during Statutory and Tax Audit.



Jan 2016 – Nov 2021
Assistant Manager - Compensation & Benefit-Payroll
Lifestyle International Pvt Ltd, Bangalore

Compensation & Benefit:

- Responsibility of monthly end to end payroll processing of 10000+ employees, including verification of input and output.
- Validate input with master file input validation and Processing.
- Check Salary Register with attendance input and HR input sheet verify transfer Bank Account, Salary Advance, incentives and additional Payable and Deduction.
- Check reports of Statutory Dues including TDS, Professional tax, Provident Fund, ESIC etc.
- Co-ordinate with various department to obtain timely new joinee, resignee information every month, check for discrepancies and ensure timely correct disbursement of salary to each employee.
- Processing of Full & Final settlement of Resigned Employees.
- Prepare bank advises and upload in the Bank site.
- Pan India Reimbursement Process Bills Checking, Authorization and prepare the advice and release the payments

- Salary / Compensation structuring for new joiners & existing employees
- Handling salary related issues/grievance
- Process and issue and employee paychecks and statements of earnings and deductions.
- Keep informed about changes in tax and deduction laws that apply to the payroll process
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions
- Taking IT Declaration form from eligible employees and keep the records for Audit
- Process the salary advance rental Advance for pan India Employee.
- Independently handled and managed the audits (internal and external audit)
- Ensure the payroll input is updated for employees of all OU in HRMS system.
- Directly handle Zeta meal voucher procurement with vendor & Gift Vouchers. Distribution of these to employees and reconciliation.

Statutory Compliances

- Independently interact with 3rd Party Vendor for payment of PF, ESI, PT & LWF
- Handle the PF & ESI (Like Submission, every month Returns, Half Yearly returns, Yearly Returns) with consultant
- Processing & preparing the statutory payment Advice with invoices.
- Coordination with employees of TDS related issues.
- Statutory Audit providing the required details.
- Releasing the payments on time before due date uploading through online Banking Portal.
- Preparing the monthly MIS report for PF ESI PT& LWF.
- Preparation statutory advice and creating challans and uploading in online Banking Portal,

Accounting

- Salary JV Upload to the oracle Apps & uploading in online Banking Portal.
- Monthly Salary GL Reconciliation preparation and send it to MIS Team
- Processing onetime entry like Salary advances & rental advance relocation Expenses process in oracle apps and release the Online Payments
Pan India F&F accounting in oracle sending and uploading in online banking portal & releasing the payment to employees.



Oct 2012 – Dec 2015

**Finance Process Lead,
Mindcom Consulting Services Pvt Ltd, Bangalore**

Key Responsibilities:

- Managing the Accounts payable Activities like Processing the Vendor invoice, Vendor Payments, Vendor Account Reconciliation and Clearing the Vendor Queries.
- Managing the Accounts Receivables Activities like Cash Application and other Activities.
- Closing the Books of Accounts like AP, AR, Sales, inventory and GL.
- Preparing the Month End Activities.
- Passing the Necessary JV's in General Ledger.
- Preparing the Profit and Loss Account
- Balance Sheet
- Internal Audit Report
- Internal Audit Queries



Oct 2008 – Feb 2010

**Accounts Payable Executive,
SKOL Breweries Limited, Bangalore**

Key Responsibilities:

- Verify and process all accounts payable documents
- Monitor payments and expenditures
- Reconcile vendor's accounts
- Negotiate payment terms with vendors/suppliers
- Resolve invoice discrepancies
- Process credit memos
- Manage vendor issues
- Maintain updated vendor files
- Maintain the general ledger
- Verify and process all employee reimbursement claim
- Reconcile all employees' accounts
- Perform month end analysis
- Generate and distribute monthly financial reports
- Computation, Payment and depositing of Sales Tax, PF, ESI and other tax related activities



Feb 2006 – Aug 2006

**Finance Executive,
TeamLease Services Ltd, Bangalore**

Key Responsibilities:

- Computation of different Companies Employees Salary which is a major part looking at the Client size.
- Monthly Cheque & Bank reconciliation with the books of accounts.
- Managing Employee Queries.
- Computation of Income Tax. and other PAYROLL related activities.



Good Food, Good Life™

Sep 2003 – Sep 2005

Nestle India Ltd, Nanjangud

Key Responsibilities:

- FMCG Experience on SAP FICO MODULE
- Cost Auditing
- Income Tax & Sales Tax
- Inventory
- Treasury
- Closing of monthly Books of Accounts
- Reconciliation
- Stock Verification
- Filing the Monthly Returns

ACCOMPLISHMENTS

- Designed and Delivered Gratitude cards across PAN India as part of Rewards and Recognitions
- Handled independent & supported Statutory Audits
- Handled 3500+ Statutory Payments in a Year.
- Handled 24000+ employees Salary accounting & their Queries through HR Help Desk

EDUCATION

M.Com in Commerce – 2005
Karnataka State Open University, Mysore

B. Com in Commerce – 2002
University of Mysore, Mysore

PERSONAL INFO

Date of Birth – 13th May 1982
Marital Status – Married

REFERENCES

Available on Request