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**CAREER SUMMATION**

* **Post Graduation in Human Resource and Finance/MBA, with 3.5 yrs** Experience onPayroll Management, Recruitment, HR Operations, Analytics and Talent Acquisition experience In **IT services and Staff Augmentation organisation.**
* Demonstrated success in Payroll process management for organisation’s UK resources.
* Adept in Knowledge of UK Taxation.

**Software Skills: SAS, MS EXCEL, SAP HR (Basics)**

**CAREER CONTOUR**

**Since April’13 with, Wipro Technologies Limited (Implant by Magna Infotech) As Payroll executive**

**Key Result Areas:**

* Responsible for Managing Payroll process, Taxation and NI (Insurance) for WIPRO’s resources based out of UK.
* HR Process and Validation for New Joiners, Returnees and Resigned data enrolled into Payroll System.
* Computing payroll adjustments such as arrears, increments, leave encashment, shift allowance etc inputs.
* Generating payroll reports and publishing and sharing with Intra-departments i.e. Management, Tax team, Business units and Forex Settlement etc.
* Computing QPLC (Quarterly Performance Linked Component) based on company performance and budget decisions and in line with company policy.
* Preparing UK dispensation reconciliation report for payroll and Coordinate with respective countries tax consultants in receiving tax computation file.
* Accounting advances such as salary advance and initial advance advised by the HR.
* Validating salary payments, Salary cost and Provision before accounting and confirmation to business unit.
* Handling fund transfer to the employees for salary dues, providing salary advance, incentive advance, etc. and to maintain reports and circulate to the entire team. Payroll reversal in case of overpaid

**Countries presently handling: United Kingdom (Assignee and local to UK employees) and South Africa.**

**From August 2011 to April 2013 with Artech Infosystems Pvt. Ltd As Project executive**

**Key Result Areas:**

* Recording financial transactions and maintaining account books on asset, inventory, payroll and project budgeting
* Checking payroll adjustments such as arrears, increments, leave encashment inputs, validating time sheets etc.
* Supporting employee’s reconciliation team on advances and salary disbursements.
* Managing and Updating Employee data. Communicate with all level of workers regarding pay, tax details and any deduction made into their salary.
* Ticket resolution, managing the employee’s payroll concerns through HR portal
* Responsible for MIS reports required by management for the project and publishing on daily/weekly/monthly basis
* Risk log, Issue tracker & Action log updating. Budget Finalization in sync with Finance
* Hiring review meetings with delivery/vertical heads, attending conference calls with Business counterparts for hiring status updates.
* Worked towards making Analytics an indispensable tool in business decision making
* Prepare sample KPIs and dashboard using Excel & PowerPoint.

**From Oct’10-August’11 with, Source One Management Services as a Payroll process executive**

**Key Result Areas:**

* Maintaining and data validation on enrolled new joiners, Returnees and Resigned personnel into Payroll System.
* Validating salary payments, Salary cost and Provision before accounting and confirmation to business unit.
* Solving employee’s quires relating to salary, tax and privileges via call and email.
* Extensive background in HR Generalist affairs including experience in Staffing and talent Management, Compensation & Benefits.
* In depth analysis of recruitment process to minimize the “Recruitment Error” and improve the recruitment process.
* Report generation and publishing payroll report and circulating to various departments
* Manage Monthly/Quarterly/MIS reports in project budgeting.

**EDUCATION**

* **Post Graduate Programme in Business Administration/ MBA** from **T John School of management, Bangalore** **-** full time , completed in 2010 **– Score 70%**
* **B Com**  from **S.S.M.R.V, Bangalore in 2008 – Score 60%**



**PERSONAL DETAILS**

Languages Known: English, Hindi, Kannada

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