# Vijay Yadav

**Phone**:+919490219053

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Goal-oriented professional targeting assignments in Customer Service/Relationship Management/ Finance operations with a growth-oriented organization of repute

**Location Preference:** Hyderabad

**PROFILE SUMMARY**

* B.COM. Professional.
* Expertise in managing and communicating task promptly.
* Insightful knowledge of the academic concepts and their applicability in the required areas.
* Fruitful combination of academic expertise and leadership qualities that can be used as an advantage.
* Strong communication, multi-tasking & time management, decision-making and problem-solving skills.

**ACADEMIC ACHIEVEMENTS**

* Conducted non-technical events in college where I was head of the event to function it smoothly with large group of team members.

 **Work Experience**

**(Dec 2017-Present)**

Currently working as Senior Process Associate (Senior Payroll Administrator)

Roles and responsibilities: -

* Working on SAP platform for processing end to end payroll for 5000+ employees (4 sites across the country) with pay frequency of Bi- weekly payroll.
* Good knowledge of processing payrolls on weekly, Bi- weekly, and Monthly Basis.
* Coordinate with the client on a daily/periodic basis, maintaining the data, rectifying & fixing the errors, generating reports and reconciling thoroughly to maintain accuracy.
* Testing configuration changes in SAP platform as per the client requirement for new changes.
* Highly skilled in establishing payroll procedures and processing the schedules.
* Respond to client queries related to IE legislations such as Tax Calculation, Pay Related Social Insurance Calculations, Pension Calculations, Maternity calculation, Paternity Calculations, etc. Respond to employee inquiries and requests regarding payroll maters such as salary pro-rations, overtime calculations, unpaid absence, sickness, etc.
* Assist Implementation team in testing UAT scripts in pre live stage as well creating UAT scripts for the new entities.
* Reconciling and testing the mapping for GL account, Cost centre, etc.

**Technical SKILLS**

* Creation of Cost Center, Profit Center, GL account.
* Mapping GL Account to respective cost center and profit center.
* Mapping wage types to respective GL account and profit center

**EDUCATION**

* **B.com** from **St.Mary’s Centanary Degree College,** Hyderabad in **2017,** with **60%**
* **12th** from **Royal Junior College** Chinthal, in **2014,** with **65%**
* **10th** from **Sree Narayana Vidhya Bhavan,** Secunderabad, in **2012,** with **8.7cgpa.**

**HOBBIES**

1. Playing cricket.
2. Listening songs.

**Personal details**

**Date of Birth:** 10 March 1996

**Languages Known:** English, Hindi, Telugu

**Mailing Address:** H.no 8-369/A, M.N Reddy Nagar, Bank Colony, Suchitra.

**Father’s Name :** Jaswanth Singh Yadav

**Nationality:** Indian.

**declaration**

Hereby, declare that all the above mentioned particulars filled in by me are correct and true to the best of my knowledge and belief.

**Place: HYDERABAD**

**Date: VIJAY YADAV.**