**AREAS OF EXPERTISE**

SAP payroll

Database skills

Book Keeping

Pension administration

Computer Hardware technician

IT Skill

**PROFESSIONAL**

Proficient in Ms Office & Ms paint

Data Entry operator specialist

Desktop support technician

Computer hardware

IT support specialist

**PERSONAL SKILLS**

Efficient

Analyzing skills

**PERSONAL DETAILS**

Mohammad Wasim Akhtar

12 Jawaharnagar

Po- azadnagar

Mango, Jamshedpur

Jharkhand 832110.

T: 07070471826

E**:** imsaad2508@gmail.com

DOB: 02/10/1990

Nationality: Indian

Language known: English, Hindi.

**Mohammad Wasim Akhtar**

Payroll & Accounts

PERSONAL SUMMARY

A conscientious and hard working payroll administrator with extensive experience of payroll administration, employees pension scheme 1995, loans and benefit plans. Having a flexible and helpful attitude towards work and able to maintain accurate employee records and keep senior management informed about new circular in employees pension scheme act 1995,PF deduction & generating online ECR apply to the payroll process.

Keen to find a challenging position within an ambitious company where I will be able to continue to increase my work experience & develop my abilities.

WORK EXPERIENCE

*Accountancy practice*

Account Associate November 2016 – Present

Work as part of a team in a busy finance department ensuring that wages are paid correctly and on time. Also responsible for analyzing and reporting on financial data & involved in running employee benefits scheme conducting equal pay reviews.

***Duties:***

* Assisting in the administration of the company employees pension scheme 1995.
* Preparing EPS 1995 file, making 7PS contribution detail, making Form 4&5 in which provide a information of employee, and collect basic wages of 1995 detail from database provided by administration.
* Responsible for creating record in a SAP-HR system of new joined employee.
* Responsible for generating Universal account number(UAN), activate UAN, link kyc detail, Providing pension scheme account number to new employee & also handle transfer case in off-line and on-line system of EPFO Govt department of India.
* Responsible for single window entry in reaps for gratuity calculation of temporary & permanent worker.
* Ensured payable or Upcoming payment report of PPO No issued by EPFO (Employees Provident Fund Organization)
* Making a bookkeeping of received file through employees & maintain a record of dispatched file to Employees provident fund organization ) EPFO Govt department.

KEY SKILLS & COMPETENCIES

* Experience of working in a fast paced, employee focused payroll department.
* Ability to do manual calculations as well as being competent with payroll system.
* Able to work own initiative and to strict deadlines.
* Strong communication skills to assist with query resolution.
* Aware of the legislation associated with the processing of sensitive personal data.
* Charismatic & confident public speaker.

ACADEMIC QUALIFICATIONS

Completed Bachelor of technology (Computer science & engineering) in 2014 from Kolhan university, Chaibasa Jharkhand west- singhbhum.

Completed intermediate of science in 2008 from Jharkhand academic council, Ranchi.

Completed Matriculation in 2005 from Jharkhand academic council, Ranchi.

REFERENCES – Available on request.