



# Sapna C P

## PROFESSIONAL SUMMARY

Dedicated and precise payroll executive with years of experience managing pay and benefits procedures, including heading up implementation of a cutting-edge timekeeping system upgrade. Strong math skills and expert proficiency with common timecard, accounting and payroll processing computer programs, Excellent communication to work with employee to explain payroll information and resolve discrepancies, Exceptional attention to detail to ensure accurate, efficient, and timely payroll processing.



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## PERSONAL INFORMATION

Date of Birth :  
26 December 1993

Nationality : India

Passport No: S8382274

Passport Expire Date:  
31/10/2028

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

Kannada  
Full Professional Proficiency

## COMPUTER PROGRAMMING SKILLS

• Microsoft world,  
Microsoft excel,  
Microsoft power point

Payroll: Applications &  
Software's

## WORK EXPERIENCE

### Payroll Executive

Payquare consultancy LTD. Mysuru, India.

12/2017 - 01/2020

*Achievements/Tasks*

- ▣ Responsibility of monthly payroll processing, including verification of Input/output
- ▣ 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 bank upload
- ▣ Preparing reports for payment of statutory dues including TDS,Prof,Tax, Provident fund, ESIC etc
- ▣ Releasing the pay slips and tax sheets of employee in their websites
- ▣ Solving help desk queries relating salary, taxation
- ▣ Preparing reports required by the client such as Department wise reports, Location wise PT report, Variance report, comparative payroll summary
- ▣ Processing of full & Final settlement of resigned employee
- ▣ Preparing quarterly and yearly reports
- ▣ Providing training & support to new employees and more junior members of the team

## ACADEMIC QUALIFICATION

### • Master of Business Administration (MBA)

*Visvesvarya Technological University, Belagavi,Karnataka, India*

### • Bachelor of Business Management (BBM)

*Mysore University, Karnataka, India*

### • Pre University Course (Commerce)

*Dept. Of University Education Karnataka, India*

### • Project: Study on effect of financial leverage on firm value

*KSDL, Mysore, Karnataka ,India*

## KEY SKILLS AND COMPETENCIES

- Experience of working in a fast paced, customer focused payroll department
- Ability to do manual calculations as well as being competent with payroll systems
- 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

## SELF-APPRAISAL PROFILE

As an overview, I am highly solution focused, hard working, versatile team player who will strive to excel in any work environment to meet the corporate requirements, with exceptional work ethic, integrity and attention to detail. Dedicated and focused, willing to take on challenging roles, tough assignments and work to tight deadlines.