

Vishala Shishira . T

Nationality: Indian **Date of birth:** 20/06/1982 **Phone number:** (+91)8247592161

Email address: hivishala20@gmail.com

LinkedIn: www.linkedin.com/in/Vishala-

Home: H.No – 17, Bhavani Nagar, Nagaram, Kesaraa, 500083. Telagana, India

CAREER OBJECTIVE

Exceptionally To contribute knowledge into the real working environment in order to gain the experience, compete in challenging situation, develops as a professional to achieve the highest position in the job and improvement of self-development to fulfill the aims and progress of the organization.

ABOUT ME

Exceptionally creative and resourceful Payroll Specialist - Paychex with 9+ years above of hands-on experience. Ability to handle multiple projects simultaneously and always works with high professionalism and accuracy. Familiar with HR, Benefits and Payroll. Additional expertise in EIPs, Inbound, Outbound, manual jobs, Funding Interfaces, Invoice CAM, Insurance, Uilities, GMB, %Rent, Pay checkli st, w2, 1099, w4, Direct Deposit. Ability to handle projects individually solves problems with practical and strong technical skills. Methodical and innate capability to analyze the drawings.

WORK EXPERIENCE

PAYROLL SPECIALIST - PAYCHECK

COGNIZANT [29/08/2022 – Current]

Salary: RS 6,25,000 p.a

City: Hyderabad

Country: India

1. Paycheck, Payroll is the compensation a business must pay to its employees for a set period and on a given date
1. The payroll process can include tracking hours worked for employees, calculating pay, and distributing payments via direct deposit or check.
2. However, companies must also perform accounting and record-keeping, and set aside funds for Medicare, Social Security, and unemployment taxes.
3. Companies can use professional services and outsource their payroll or use cloud-based software if they do not want to do it themselves.
4. Calculating payroll involves many components and can be complex. on w2, 1099,w4, Direct Deposit However, companies must also perform accounting functions to record payroll, taxes withheld.
5. Bonuses, overtime pay, sick time, and vacation pay. Companies must put aside and record the amount to be paid to the government for Medicare, Social Security, and unemployment taxes You can determine an employee's gross pay using their pay rate and your scheduled pay periods. Most businesses will pay employees weekly, every two weeks, or monthly. To calculate an hourly employee's gross pay, multiply their hours worked in the pay period by their hourly pay rate

SENIOR CONSULTANT

MOREVISAS Consulting LTD [01/07/2015– 30/09/2019]

Salary: RS 4,25,000 p.a

City: Hyderabad

Country: India

1. Looking after end to end process for Students Immigrant, Visitor Immigrant, PR for US& Canada.
2. Handling the walk-in clients.
3. Training the associates
4. Operation – I used to make the application for production & quality Reports which is value add.
5. Clearing the entire open item by the month end from our and client end.
6. As Quality – audit all the work and Submitting every day for client.

MANAGEMENT TRAINEE – LEASE ANALYST QUALITY

Genpact [20/11/2012 – 31/08/2014]

Salary: RS 4,25,000 p. a

City: Hyderabad

Country: India

1. Lease administration have for eight different task, Invoice CAM, Insurance, Uilities, GMB, %Rent, Pay checklist, work to clients, doing crital jobs and reviewing the jobs with complete quality. Clearing the doubt for clients and by ends of the day updating the production report, quality report, and timesheet and reply mails to the clients.
2. Operation – I used to make the application for production & quality Reports which is value add.
3. Clearing the entire open item by the month end from our and client end.

SENIOR QUALITY ANALYSTS (TAX & FINANCE / INTERFACES MANAGEMENT) U.S PAYROLL

ADP PVT LTD [03/09/2007 – 28/10/2012]

Salary: RS 3,00,000 p. a

City: Hyderabad

Country: India

1. Querying Dash for four different task (Reconciliation, ER Balance sheet, adjust mate, W2, W2 -C, Preparing Workbook to client
2. Auditing Multi-J by downloading ire ports.(Finding the causes for the variance creating in accounts, providing Paychecks from our end, and from the Client end also) F&B and PMS clearing accounts every day.
3. Allocate work to associates, doing crital jobs and reviewing the jobs with complete quality. Clearing the doubt for an associate's and by ends of the day updating the production report, quality report, and timesheet and reply mails to the clients.
4. Preparing SOP, giving training to associates.
5. As Quality – audit all the work and Submitting every day for client review.
6. Operation – I used to make the application for production, quality reports & dash board which is value add.
7. Clearing the entire open item by the month end from our and client end.

SALES COORDINATOR

NECX PVT LTD [03/09/2005 – 28/07/2007]

Salary: RS 2,00,000 p. a

City: Hyderabad

Country: India

1. Dealers of System & laptops (HP, Wipro, Dell etc.,)
2. Managing all Administer Work.
3. Looking after retails customer,
4. Looking after Tele Callers and Sales Boys.
5. Submitting every day Production & Sales details Reports.

LANGUAGESKILLS

Mothertongue(s):**Telugu**

Other language(s):

English, Hindi

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

DIGITAL SKILLS

Windows 2000/3/7/95/98, XP, Ms-Office, FoxPro, Tally 7, Accounting Packages, E-Commerce, Focus-5.: C, C++.and Higher Typewriter.

EDUCATION AND TRAINING

Master of Commerce, Commerce, Advance Accounting Management - 6.9

Osmania University [26/06/2003 – 27/05/2005]

Address: Hyderabad (India)

Field(s) of study: Ecommerce & Advance Accounting Management

Final grade: 6.90

Bachelor of Commerce, Commerce - 7.0

Osmania University [20/06/2000 – 30/05/2003]

Address: Hyderabad (India)

Field(s) of study: Commerce

Final grade: 7.0

Board of intermediate education ,CEC Group - 7.1

St' Ann's Junior & Degree College

Address: Hyderabad (India)

Field(s) of study: CEC

Final grade: 6.1

