



Contact

Phone

+971 56 476 4258

Email

sethulakshmi7148@gmail.com

Address

Building Number- C48 | M Floor
Shabiya 09 | Musaffah |
Abu Dhabi | UAE

Date of Birth

25-12-1995

Nationality

Indian

Professional Skills

- UK Payroll Knowledge
- Problem-Solving
- Situation Handling
- Team Player
- Time Management

Technical Skills

- SAP
- PCC (Payroll Control Centre) SAP
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook 365
- hrX Assist
- hrX Exchange

SETHU LAKSHMI A R

Career Objective

Aspiring to contribute to a forward-thinking organization that fosters innovation, continuous learning, and skill development. Eager to leverage emerging technologies and collaborate on challenging projects that drive both organizational success and personal professional advancement.

Professional Profile

A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerable amount of knowledge regarding UK Payroll activities. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well-organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I'm now looking for a career advancement opportunity with a company that will allow me to develop my skills and potential.

Experience

Payroll Associate

STRADA - July 2024 – November 2024

Roles & Responsibilities

- Responsible for processing Payroll, and HR tasks and activities by meeting the obligations such as TAT & SLAs.
- Responsible for setting up new starters, data changes, termination, payroll run, BACS, off-cycle requests, P45, RTI and year-end activities.
- Responsible for managing end-to-end UK payroll, including year-end activities such as P11D and P60.
- RTI reconciliation- FPS and EPS
- Resolving payroll-related queries from clients.
- Responsible for handling the new change requests from clients.
- Responsible for Company Policies, Rules and Regulations
- Responsible to follow Quality Processes Thoroughly - Checklists, Standards
- Be a SPOC to the Clients (Internal & External)
- Handling the interface activities.

Payroll Associate

ALIGHT SOLUTIONS May 2022- June 2024

Roles & Responsibilities

- **Payroll Processing & HR Operations:** Efficiently managed payroll and HR activities while adhering to TAT (Turnaround Time) and SLA (Service Level Agreement) commitments.
- **Employee Lifecycle Management:** Handled processes for new hires, data changes, terminations, payroll runs, BACS processing, off-cycle requests, P45 issuance, RTI submissions, and year-end activities like P11D and P60

Strength

- Quick Learning
- Positive attitude
- Strong attention to details
- Ability to work under pressure.

Languages

- English
- Malayalam
- Hindi

Reference

Nisheed Dinesan

Process Manager

Alight Solutions

Ph: +91 9656770523

Official email:

nisheed.dinesan@alight.com

Personal email:

nisheed.dinesan@gmail.com

- **UK Payroll Management:** Oversaw end-to-end UK payroll operations, including reconciliation RTI submissions (FPS and EPS) and resolving payroll-related queries
- **Client Communication & Change Management:** Acted as the Single Point of Content (SPOC) for internal and external clients, managing new change requests and ensuring compliance with company policies, rules and regulations.
- **Quality Assurance:** Maintained high-quality standards through rigorous adherence to checklists, quality processes and operational standards.
- **Interface Management:** Conducted interface-related activities seamlessly to ensure smooth payroll and HR system integrations.

Achievements

- Participated in PARVA 2016 campus Biennale, under the Patronage of Kochi Biennale Foundation
- Secured A grade in Science Fair for Still Model at District Level School Shasthrolsavam 2012-2013

Education

2024	Post Graduate Diploma In Human Resource Management (Pursuing)
2017	Graduation in B A Economics Sacred Heart College, Thevara Ernakulam
2014	Higher Secondary Education, St. Antonys Hss Kacheripady Ernakulam
2012	High School, St. Antonys Hss Kacheripady Ernakulam