Maria Stenia Thomas

Payroll Officer



إمارة الشارقة Sharjah

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Experienced payroll officer with expertise in payroll, documentation, and reporting functions. Proven track record of effectively managing payroll activities for a workforce of 14,000 employees in a fast-paced environment. Consistently delivers accurate and timely payroll runs. Demonstrates high-level technical proficiency and meticulous attention to detail, ensuring optimal outcomes.

Skills

- Payroll Processing & Management
- MS Office (Excel, Word, PowerPoint)
- **Employee Training & Support** •
- MIS Reporting & Data Analysis •
- Compliance with UAE Labor Laws & Regulations ٠
- Payroll Audits & Reconciliation •
- **Compensation & Benefits Administration**
- HR Systems: SAP, Workday, ADP, HRX Assist and Success factor

Work History

Payroll Officer

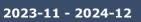
Artic Diving & Marine Services LLC (ADAMS), Fujairah, United Arab Emirates

- · Processed monthly payroll for employees, ensuring compliance with UAE labor laws and WPS regulations.
- Calculated overtime, bonuses, and statutory deductions with accuracy and attention to detail.
- Collaborated with accounting teams for payroll reconciliation and reporting.
- Maintained employee records, managed onboarding, and handled recruitment documentation.
- Addressed employee gueries on compensation, benefits, and leave policies.
- Administered benefits programs, including insurance, leave, and end-of-service settlements.
- Streamlined payroll workflows to reduce errors and improve processing efficiency and prepared payroll and HR analytics reports to support management decisions

Payroll Specialist

Alight Solutions, Kerala, India

- Processed end-to-end payroll for 14000 US employees of BSC client, ensuring accuracy and compliance with tax regulations.
- Maintained strict confidentiality of all payroll information and records.



2017-09 - 2023-02

	related issues, providing clear anReduced payroll errors by condu	 Assisted employees with inquiries regarding their paychecks, deductions, and other related issues, providing clear and concise communication. Reduced payroll errors by conducting thorough audits and resolving discrepancies in a timely manner. 	
	Workday.	e, and generated payroll reports using ADP, SAP, and	
	 Ensured 100% accuracy and on- compliance both individually and 	time payroll processing, meeting TAT and SLA within team.	
2015-12 - 2017-09	 Senior Associate 		
	 Set up and maintained employed proper pay group classification. Administered and verified recurr and other contributions, ensuring Coordinated direct deposit setup payment processing. Processed complex payroll adjust calculations for promotions, new 	0-500 USA employees from hire to retire. e records, ensuring accurate benefits enrollment and ing payroll deductions, including taxes, benefits, g accurate calculations. s for employees, ensuring accurate and timely tments, including prorated and retroactive hires, rehires, and terminations. ts at employee and company levels, ensuring clear	
2013-06 - 2016-11	Process Associate		
2015 00 2010 11	 Genpact, Hyderabad, India Resolved technical rejections through inbound calls, managing up to 150 calls day from pharmacists while processing healthcare claims. 		
	 Analyzed payments received from necessary. 	 Analyzed payments received from insurance providers and processed refunds when necessary. Collaborated with cross-functional teams to meet Service Level Agreements (SLAs) and ensure timely claim processing. Ensured accurate and timely claim processing according to established SLAs. Verified documentation to process healthcare claims for Medicare, ensuring compliance with regulatory requirements. 	
	Verified documentation to process		
	 Handled high volumes of incominexcellent organization. 	ng work requests professionally while maintaining	
	Education		
2021-01	MBA: Human Resources Bharathiar University - Kerala,India	MBA: Human Resources Management Bharathiar University - Kerala,India	
2013-04		Bachelor of Commerce: Computer Application Aquinas Institute of Management - Kerala, India Personal Details	
	Personal Details		
	• Date of Birth: 19/07/1992	Nationality: Indian	
	Marital Status: Married	Visa Status: Resident Visa	
	Accomplishments		
	supporting third party team in mSupported process automation in errors- Alight	 Effectively maintained 100% Quality and Production and received OWN IT Award for supporting third party team in meeting their SLAs - GENPACT Supported process automation initiatives, leading to a 10% reduction in manual errors- Alight Enhanced team performance by providing data-driven insights during regular SLA 	
	review meetings-Alight Successfully supported payroll data migration to SAP, ensuring accuracy a 		
		 Successfully supported payroll data migration to SAP, ensuring accuracy and a smooth transition with minimal impact- NGA 	