

Maria Stenia Thomas

Payroll Officer



Sharjah إمارة الشارقة



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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
- 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 queries 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.

2023-11 - 2024-12

2017-09 - 2023-02

2015-12 - 2017-09

- 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.
- Conducted audits for compliance, and generated payroll reports using ADP, SAP, and Workday.
- Ensured 100% accuracy and on-time payroll processing, meeting TAT and SLA compliance both individually and within team.

Senior Associate

Adp- Automated Data Processing, Hyderabad,India

- Managed full-cycle payroll for 450-500 USA employees from hire to retire.
- Set up and maintained employee records, ensuring accurate benefits enrollment and proper pay group classification.
- Administered and verified recurring payroll deductions, including taxes, benefits, and other contributions, ensuring accurate calculations.
- Coordinated direct deposit setups for employees, ensuring accurate and timely payment processing.
- Processed complex payroll adjustments, including prorated and retroactive calculations for promotions, new hires, rehires, and terminations.
- Generated detailed payroll reports at employee and company levels, ensuring clear communication and transparency for clients.

2013-06 - 2016-11

Process Associate

Genpact, Hyderabad,India

- Resolved technical rejections through inbound calls, managing up to 150 calls per day from pharmacists while processing healthcare claims.
- 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.
- Handled high volumes of incoming work requests professionally while maintaining excellent organization.



Education

2021-01

MBA: Human Resources Management

Bharathiar University - Kerala,India

2013-04

Bachelor of Commerce: Computer Application

Aquinas Institute of Management - Kerala,India



Personal Details

Date of Birth: 19/07/1992

Nationality: Indian

Marital Status: Married

Visa Status: Resident Visa



Accomplishments

- 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 and a smooth transition with minimal impact- NGA