

**Name: Paladugu Mahesh**  
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## **OBJECTIVE**

To pursue a long-term professional career in an organization offering a challenging work environment and to be able to learn continuously and contribute significantly to the organization by applying my skills to the fullest.

## **PROFESSIONAL EXPERIENCE**

- **Worked as a Payroll Executive at Cognizant Technologies India Pvt Ltd**  
**Bangalore from October 2022 – July 2023**
- **Worked in SysBig Technologies India Pvt**  
**Bangalore from Aug 2019 to 2022.**

### **Project 1:**

**Client: Humana**

**Designation: Payroll Executive– (US)**

**Period: Nov 2022 – 2023.**

### **Roles and Responsibilities:**

- Handling US Payroll end to end Operation
- Processing off cycles based on the requirements.
- Re-routing the Direct deposit rejections.
- Working on HCM report and updating missing employee details.
- Processing adjustment and refund for FICA deductions for exempt employees.
- Processing One-time payments like bonus, commission, exit payments.
- Handling the Garnishment based on requests.
- Processing Terminations based on the report and issuing the payment same day for CA employees within deadlines.
- Research on overpayments and underpayments due to incorrect inputs.
- Preforming pre-payroll, payroll and post payroll activities.
- Ensuring all critical process is completed before the cut off.
- Delivering 100% error free process and timely payroll US payroll.
- Post payroll audit between payroll process summary and payment file to avoid payment rejections.
- Solving employee query tickets through service now.

## Project 2:

**Client:** AMEX, USA

**Designation:** Payroll Associate– (US)

**Period:** Aug 2019 – Oct 2022.

### **Roles and Responsibilities:**

- Handling US Payroll Operations.
- Processing the Timesheets into NAV.
- Processing payments and delivering the invoices to the client.
- Processing NEW Hires, Amendments, Extensions and Terminations.
- Back up the Timesheets into ETZ.
- Delivering the reports on time to the US Payroll Query.
- Research on Missing Timesheets and Backups.
- Ensuring all critical process is completed before the cut off.
- Delivering 100% error free process in US payroll.

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### **Technical Qualification and Skills**

- Workday
- Wells Fargo
- Microsoft Dynamics
- Service Now
- MS-Office
- MS-Excel

### **EDUCATION:**

- **B.Sc. Computers** from **SRI KRISHNADEVARYA UNIVERSITY**.YOP- 2019.

### **Personal Details**

- Date of Birth: 02-01-1997.
- Marital Status: Un Married.
- Languages Known: English, Telugu.
- Permanent Address: Kanukuru, Settur(V & M), Anantapur, AP.

### **DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge & belief.

**Mahesh.**