**PURVI VYAS**

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**SUMMARY**

Experienced Global Sr. Payroll Consultant and a natural leader with in-depth Payroll and Human Capital Management (HCM) domain knowledge.

**SKILLS**

* Enterprise - EV5
* ADP Pay-force/Workforce Now
* SAP Payroll
* Outlook
* NetSecure & PSS Wage payments
* BPMS for payroll
* ADP E-Time
* QuickBook
* ADP Workday
* CITRIX
* Smart Compliance
* ADP Portal for payroll reports
* Proficient in MS Office Word and Excel
* Strong Organizational Skills
* Attention to detail and Prioritization
* Team leadership
* Solutions focused
* Multi State Payroll experience
* Strong Process and documentation skills
* Siebel and Henry case Manager
* Excellent Professional Customer Service Skills
* Learning agility & adaptability
* Excellent experience in QTR/Year End work
* Excellent experience in managing team

**Professional strengths:**

* Experienced Global Payroll processing consultant and manager
* Excellent knowledge in finance, payroll and daily business operations
* Familiar with the practices, principles, and procedures of payroll processing, like time reporting, personnel assignments, payroll accounting and deduction control
* Ability to prepare long and short-term plans and meet important deadlines
* Highly Skilled in developing procedures to implement changes and solve issues in payroll system
* Ability to explain difficult concepts in a clear and concise manner
* Excellent command over written and verbal communication in English
* Significant experience managing on-shore and off-shore teams
* Possess excellent supervisory and decision- making skills
* Manage QTR/Year End work with Clients and Internal ADP team

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**PROFESSIONAL EXPERIENCE**

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**ADP – Alpharetta, GA**

**Client Senior / Assistant Manager 12/2014 to Current**

*Client: Corteva Agri science – 21,000 employees*

*Client: Harman International – 30,000 employees*

*Sensata Technologies – 22,000 employees*

*Corning Inc. – 51,000 employees*

* Develop and maintain audit procedures
* Performs a variety of complicated tasks lead and manage the work of others
* To manage process and assist team on monthly & weekly payroll
* Execute inbound/outbound interfaces with a third-party vendor
* Managed client relations and resolved issues as quickly as possible
* Maintained professional and productive relationships with clients.
* Ensured accuracy of monthly and quarterly reports.
* Host periodic Ticket Management call​ with clients, app. support associate and processing team regarding any open service requests from client and ADP
* Manage weekly production planning meetings with clients and processing team regarding post and pre payroll planning
* Host weekly QTR/Year end meetings during the QTR/Year end open and provide client all QTR/Year end reports and W2 reports discuss with Client and tax associate
* Assigned to the team all W2c requests from clients and follow clients if any additional items needed
* Responsible for the end to end of QTR/Year end process​ with client and ADP team for each client
* Support Client Specialists through payroll process​
* Respond to consultation requests from Client Specialists and provide direction​
* Responsible for final output of payrolls and ensuring that all steps have been ​executed from Client Specialist by signing off on payroll​
* Participate in NPS action planning sessions and own actions and execute on team
* Handled client complaints and sought timely resolutions
* Addressed technical issues and coordinated with IT team to seek resolutions
* Addressed client inquiries and escalate hot issue on timely manner to ensure work is done on time
* Maintained Client Success Net Promoter Score from 9.5 to 10
* Worked and manage all clients Garnishment inquiries with Garnishment team
* Excellent experience in managing team in manager’s absence
* Excellent Experience in Microsoft Word, Microsoft Excel, Siebel CRM, Global SAP HR System, BPMS, SmartCompliance, Netsecure, PSS Wage payments, Outlook and E-Time.

**Payroll Lead**

*Client: Atrium Hospitality – 12,000 employees*

*Client: IAP International – Ingenuity and Purpose - 8,000 employees*

* Supervise and direct workflow of Payroll Team
* Developed and maintained internal control and processes for payroll from Start to end in ADP Workforce Now V13
* Oversee the day-to-day processing of payroll for 12,000 employees, including review of timesheets/checklist and computing pay in accordance with FLSA.
* Implement new processes, create procedures, and train new team members
* Created job aids for processing payrolls, preparing reports and share with team members.
* Reconciled all payroll liabilities to the general ledger and prepared monthly payroll accrual entries.
* Reviews and audits all pay increases, variable earnings, significant gross pay and net pay every pay period.
* Familiar with pivot tables, V-Look Up, sorting, editing data and preparing reports.
* Communicate directly with client to identify and resolve payroll issue.
* Providing payroll consulting expertise and focused on handling complete payroll processing with 100% quality to serve our clients and customers.
* Developed process improvement plan to increase the payroll processing efficiency and minimize errors to meet client
* Delivered every payroll within SLAs.
* On boarding and mentoring newer or transferred associates to quickly start servicing our clients.
* Excellent Experience in ADP Workforce Now, Microsoft Excel, Henry case manager, FTP, CITRIX, Mainframe, ADP BPM, Outlook and E-Time.

**Sr. Payroll Specialist**

*Client – PricewaterhouseCoopers LLP. – 65,000 employees*

* Processed payrolls in Multi State Environment-biweekly, semi-monthly and monthly using ADP Enterprise for 65,000 employees.
* Ability to manually process payroll, troubleshoot and resolve customer complaints through service requests on business priority basis, serve as a SME in handling routine client requests.
* Worked closely with client to ensure special calculations on earnings and deductions calculated correctly.
* Daily Pass thru HRIS indicative data processing and auditing.
* Oversaw and managed Service Request queue on Siebel CRM to distribute work to team based on their pay group and workload/capacity.
* Ran reports to share with senior management and escalate issue in timely manner for immediate remediation.
* Strong client relationship and interpersonal skills.
* Organizational skills including the ability to multi-task, set priorities, and follow up in a timely manner.
* Developed new process for employee evaluation which resulted in marked performance improvements.
* Excellent Experience in ADP Enterprise Version 5, Siebel CRM, ADP Reporting, Outlook and E-Time.

**PNC BANK – Cumming, GA**

**Universal Branch Consultant** **06/2011 to 11/2014**

* Continuously exceeded servicing skill with CIQ (Customer Index Quality) score.
* Applied product and procedural knowledge to solve customer problems appropriately and efficiently.
* Processed a variety of routine and complex transactions for branch customers, including deposits, withdrawals, loan/mortgage payment processing, cash checking, cash advance, gift cards etc.
* Identified and acted upon opportunities to open new accounts, deposits and loans
* Opened more than 2500 accounts, helped bringing more than 1M deposits
* Drove the client towards the best solution for their business needs.

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**ACCURATE TAX SOLUTIONS – Alpharetta, GA**

**Customer Service Manager 01/2010 to 05/2011**

* Well versed in Tax costing methods, concepts and financial terms.
* Strong numerical, interpretative, analytical and diagnostic skills.
* Demonstrated ability to administer and recognize taxpayer's information and able find an error and procedure company data to hold up business decisions.
* Worked with team to acquire, manage, manipulate and analyze data interpret results to create various reports.
* Performed contract data search and analysis, data collection and grouping, data entry, data checking, data validation, and data clean-up.
* Prepared documentation tracking process data entry.

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**KUMON LEARNING CENTER – Atlanta, GA**

**Operation Manager 10/2007 to 12/2009**

* Managed daily operation for seamless learning experience for over 1000 student
* Helped grow year over year business by 25%
* Handled all accounts payable and receivable
* Answered inquiries from prospective student's parents, Managed all front and back office work.
* Hired, trained, supervised 8 people; motivated staff to meet/exceed established education goals and objectives by developing effective incentives.

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**EDUCATION AND TRAINING**

**Bachelor of Science in Accounting, INDIA**