

MEENU VIJAYAN

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CAREER OBJECTIVE

To be a part of a progressive firm offering opportunity for career advancement and professional growth and which will help me to gain sufficient knowledge.

PROFESSIONAL BACKGROUND

PAYROLL ASSOCIATE

Alight NGA HR: April 2021 – March 2022

- Process, analyze, research, validate and correct payroll issues for the client's employees.
- Knowledge in SAP.
- Auditing of payroll system entries.
- Responding to customer queries regarding payrolls.
- Identifying errors and resolving them.
- Responsible for processing Tickets and Meeting Targets.

ACADEMIC QUALIFICATIONS

KTU University

MBA – HR and Finance (2018 - 2020)

MG University

BSc Mathematics (2014 - 2017)

HSC

Bio maths (2012 - 2014)

SSLC

ICSE (2011 - 2012)

INTERNSHIP

- I was an intern at Grasim industries Ltd, Karnataka for a period of 45 days.

COMPUTER KNOWLEDGE

- MS Office, SAP.

PROFESSIONAL QUALIFICATION

- Certified Microsoft Excel 2016 Specialist
- Certified in Data Analytics and Visualisation (Power BI)
- Certified in Business Analytics

ACHIEVEMENTS AND PARTICIPATION

- Achieved Power Award certificate for Excellent PTP Support.
- Participated in best management team

PROFESSIONAL MEMBERSHIP

- Yi (Yi - Young Indians) is an integral part of CII, formed in 2002 as a PAN India platform for young Indians to realize the dreams of a developed nation.

INTER-PERSONAL SKILLS

- Openness and willingness to learn new things
- Ability to cope with different situations
- Self confidence
- Honest

AREAS OF INTEREST

- Travelling
- Dancing
- Voluntary work
- Community involvement