

# JOFIN ANTONY

**Address:**

11/1214, St. John. Pattom, Kochi-1

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## Summary

Advanced Analyst Payroll specializing in INDIA and MENA Payroll Processing. 6 years of experience with all stages of the Payroll Processing for dynamic Payroll Outputs delivery. Well-versed in Microsoft Office including Excel, Word, Power point. Strong background in Payroll Knowledge of countries (India, Saudi Arabia, Dubai, Qatar) and Payroll Processing Software (Ramco, GreyTHR).

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative File design
- Innovative
- Service-focused

## Experience

**Deputy Manager People and Culture – 03/11/2022 Till date**

**Meitra Hospital Pvt LTD Calicut, Kerala**

- Monthly Payroll Processing
- Leave and Attendance
- Onboarding formalities
- Full and Final settlements
- Statutory reports preparing and filling.
- System Implementation
- Employee grievance handling.
- Salary structure
- Team handling

**Cluster Manager - India Payroll – 07/07/2021 to 25/11/2021**

**Neeyamo Enterprise Solutions India Pvt. Ltd. Madurai, Tamil Nadu**

- Payroll Processing knowledge (India Payroll)
- Modules Creation, UAT testing and implementations.
- Payroll Implementation
- Go Live payroll processing.
- People Management
- Client handling & Management

**Advanced Analyst- Payroll – 18/11/2019 to 07/05/2021**

**E&Y GDS India Pvt. LTD, Info Park Kochi**

- Payroll Processing knowledge (Dubai, Saudi Arabia and Qatar)
- Payroll Software knowledge (Ramco, GreyTHR).
- Work with seniors to manage large, complex projects for corporate clients.
- Adhoc tasks – PDF payslips creation, GL files creation (EGYPT)
- Reconciliation file preparation for Audit purposes as per the client requirements.

- GOSI Knowledge (Saudi Arabia)
- EOSB Knowledge (Saudi Arabia, Dubai, Qatar)
- Employee Full and final settlement preparation based on the Last working date.
- Monthly Payslips distribution to individual employees.

**Associate - Payroll and Employee Services – 23/07/2015 to 15/11/2019**

**NGA HR India Pvt LTD**, Info Park Kochi

- Indian Payroll knowledge
- Ramco Platform knowledge
- Year End investment proof validation
- Form 16 and 24Q preparation
- Processing of 15000 employees
- Banking for salary payout
- Excel macro and template creation
- Statutory and compliance knowledge
- Provident fund Admin charges calculation knowledge
- Scheduling and attending meetings
- Presentation of Monthly Payroll challenges faced
- NAIP Certification in Indian Payroll

**Claims Administrator – Insurance & Claims – 22/07/2013 to 07/07/2015**

**GIRIDHAR EYE INSTITUTE**, Ernakulam

- Insurance Reimbursement documents preparation
- Pre-Authorization report prepared and send to the insurance office for claim approval.
- ECHS Claims processing
- RSBY Medical insurance processing.
- Reconciliation of medical surgery performed for the particular months

**Claims Administrator – Insurance & Claims – 28/10/2011 to 08/07/2013**

**Overbrook Technology Services Pvt Ltd**, CSEZ Kakkannad

- Validating the insurance reimbursement documents submitted by the customer through online software. (American Citizen)
- Metlife Insurance claims processing (American based)

## Education

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Graduation: **Bachelor of Business Administration** - 2011

**PRIST University**, Tamil Nadu

## Languages

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Malayalam

English

Hindi

## Certifications

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NAIP certification in Indian Payroll.

## **Professional References**

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Mr. Christopher Gaulbert

**Ops Head- Vendor Payroll- APJ and MENA & Regional Lead – BPO Commercial Management APJ**

NGA HR Pvt LTD

Info Park, Carnival Info, Phase 2, Kakkanad-30

MOBILE: **9567862303**

Mr. Ravi Desaraju

**Assistant Manager – MENA Payroll Services**

E&Y GDS India Pvt. LTD.

Info Park, Carnival Info, Phase 2, Kakkanad – 20

Mobile: **9985555099**

## **Declaration**

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I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Date: 28-04-2023

Place: Kochi

Jofin Antony