

AVASHESH SINGH

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Gurugram, HR
8839733103

EDUCATION

Bachelor of Technology, Mechanical Engineering:

National Institute of Technology (NIT-B), Bhopal

June, 2016

7.63 GGPA

Secondary School Certificate:

D A V Public School, Singrauli, M.P.

June, 2012

91.2%

EXPERIENCE

Associate Business Analyst – HRMS,

Ramco Systems Ltd., Gurugram, Haryana

August, 2016 – Present

Key Deliverables:

- Provide guidance to operations staff to ensure compliance when dealing with complex payroll-related questions and unique situations.
- Devise business scenarios and created sand models of designs. Defining, analyzing and documenting the requirements during “As-Is and To-Be” analyses.
- Derivation of business understanding by analyzing bulk payroll data.
- Perform system testing for software updates and make sure payroll systems remain in compliance with new state and federal guidelines.
- Work closely with the Quality Assurance team and strict adherence to quality and accuracy.
- Serve as the primary escalation point for any issues encountered by the payroll team.
- Creation of several resource guides and calculation tools to help payroll staff with day to day processing and address common issues.
- Time critical efforts to develop and deliver improved business processes.
- Provide Level 2 customer service support in resolving any issues or errors; Successfully handle most non-routine issues, escalate issues that cannot be resolved to management.

DERIVATIVES

Learning:

- Experience of Philippines, Vietnam, Taiwan & Malaysia payroll (APAC Countries).
- Work with business training areas to communicate changes to existing workflows.
- Conducted individual and group training sessions to educate staff.

Application Knowledge:

- Advanced Excel, VBA Macros, Basics of SQL, JIRA PMS, MS PowerPoint, MS Word

Skills:

- Detail-oriented approach
- Strong Analytical Skills
- Good Communication
- Work Ethics

OTHER INFORMATION

Positions of Responsibility Held / Curricular activities:

- SPIC MACAY Bhopal – Event Manager- National and International Level Society, for the year 2014-15.
- Office cricket team member participated in inter-department tournaments.