

Jayachandran

#29,2nd Main, K R Garden,
MurukeshPalya,
Bangalore-017

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OBJECTIVE:

To reach a responsible and reputed position in the organization by virtue of hard and smart work with sincerity and honesty. I hope my Enthusiasm & ability to deal with people will help me in realizing my goal.

WORK EXPERIENCE:

Company: Infosys Technologies Limited, Bangalore, June 10 – Mar 14

Designation: Senior Process Executive

Process: - Leave & Employee Attendance.

Company: Thomson Reuters, Bangalore, Apr 14 – Present

Designation: Payroll Support

Process: - Leave & Employee Attendance.(Kronos)

ROLES & RESPONSIBILITIES:

- Daily updating employee database.
- Maintaining leave records
- Releasing the shift allowance / OT payout
- MIS generation & Tracking method.
- Preparation of required MIS reports to management as per prescribed timelines.
- Updating Master File daily basis and generate Daily/Weekly/Monthly Reports.
- Handling queries from all the Associates regarding attendance and shift allowance.
- Follow up for the quires and provides input to the payroll Team
- Coordination with the leave system application Team
- Participation in UAT for leave tool in launch and Enhancement
- Conducting Training, and providing presentation to the Top management
- SLA, Process and Tool management. Process Improvement and reviews.
- Taking reports and assigning work to all agents.
- Single person of contact for Time and attendance management system

TECHNICAL SKILLS:

Programming Languages:

- C, C++, Java, VB.net
- JSP Servlet, HTML

Database:

- Microsoft SQL 2008
- Oracle 9i

ERP Software:

- SAP HCM :- End user
- Kronos :-End User

EDUCATION:

Education	Board\University	Percentage
GNNIT	NIIT,Bangalore	70%
B.Com	Calicut University, Kerala	50%
HSC	S.M.H.S.S Pudukad, Kerala	55%
SSLC	S.M.H.S. Chengaloor, Kerala	79%

PERSONAL DETAILS:

Father's Name : Chandran T
Gender : Male
Date of Birth : 27/04/1985
Linguistic Abilities : English, Malayalam
E-Mail Id : Jayan135@gmail.com

DECLARATION:

I Jayachandran hereby declare that the above particulars are true to the best of my knowledge and belief.

Place: Bangalore
Date:

**Yours Faithfully,
Jayachandran**