



VARALAKSHMI N

SENIOR EXECUTIVE - PAYROLL & COMPLIANCE

CONTACT

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EDUCATION

ALAGAPPA UNIVERSITY

- Master of Business
Administration

MEENAKSHI COLLEGE

- BA (Economics)

AVICHI HR. SEC. SCHOOL

- HSC
- SSLC

SOFT SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Addressing Employee
Greviences

LANGUAGES

- English
- Tamil
- Telugu
- Hindi (Basic)

PROFILE

Dynamic and results-oriented HR professional committed to adding value through seamless payroll management and statutory compliancet. Passionate about motivating peers, enhancing workplace efficiency, and fostering a positive work culture while driving process improvements and organizational growth.

WORK EXPERIENCE

InnovSource Services Private Limited

2025 - PRESENT

Senior Executive - Statutory Compliance

- Processing statutory compliance documentation as per the client audit requirement.
- Managing the Compliance team to ensure on time completion of work and maintaining statutory records, filing returns, liaising with authorities, and mitigating compliance risks

T Stanes & Company Limited

2021 - 2025

Commercial Assistant - HR

- Experienced HR professional skilled in payroll processing (GREYTHR), statutory compliance (PF, ESI, PT, IT), and employee lifecycle management.
- Expertise in onboarding, performance appraisals, grievance handling, union wage negotiation, and full & final settlements. Proficient in MIS reporting, payroll analytics, and coordinating with HR & finance teams for smooth operations.

Ontrack HR Services Private Limited

2018 - 2021

HR Executive - Payroll and Compliance

- Managed payroll processing for 1500+ employees across India using GREYTHR HR software. Coordinated with HR and Accounts for smooth payroll flow, statutory compliance (PF, ESI, PT, IT), and MIS reporting.
- Handled grievances, payroll queries, and statutory filings. Ensured timely salary data updates, tax computations, and bonus disbursements.

TECHNICAL SKILLS

- Payroll Software – GREYTHR
- Naukri, Indeed, Monster Jobs and NAPS [Central Govt Scheme – Trainee]
- MS-Word, MS-Excel, MS-Power Point

ACHIEVEMENTS

- Implemented GreytHR software successfully of 4years data
- Seamlessly closed 5years ESI data inspection by Govt. audit.

Recruitment Exchange Pvt Ltd
Web Executive - HR

2015 - 2018

- The role involves managing job postings, handling recruiter emails and calls, telecalling new clients, sharing jobs on job portals & social media, coordinating with clients and department heads, preparing MIS reports, and ensuring admin approvals for job activations while reporting to the MD.

PERSONAL DETAILS

Date of Birth	-	16.09.1985
Marital Status	-	Married
Husband Name	-	Sethumadhavan K
Nationality	-	Indian
Religion	-	Hindu

I hereby declare that all information provided in this resume is true and accurate to the best of my knowledge and belief

Regards
Varalakshmi N