

Amritpal Singh Hayre

07979803935

www.amritpalhayre.com

PERSONAL PROFILE

Accomplished business graduate offering 5+ years' experience specializing in HR and payroll through building and maintaining client relationships with proven expertise in implementing self-service systems to ensure sustainable payroll management. Adept at working effectively to achieve goals as a cross-functional team member and individual contributor.

EDUCATION

2015 – 2016	CMI Level 7 Diploma in Strategic Management & Leadership
2015 – 2016	MSc Business Management (Merit)
2012 – 2015	BA (Hons) Business Management (2:1)

RELEVANT EXPERIENCE

People 2.0 (8 November 2021–Present)

EMEA Payroll Specialist

- Responsible for processing a portfolio of countries within the EMEA region, specifically for EORs and AORs in Austria, Belgium, Germany, Luxembourg, and Switzerland.
- Handling of administrative matters related to payroll activities e.g., insurance, absence/leave, commissions and pension etc.
- Deliver exemplary support and services to employees in all payroll and billing related matters.
- Ensure all starters and leavers are compliant with local tax regulations by ensuring tax filings and submission are made in a timely manner.
- Direct payroll related activities within an outsourced environment, such as vendor management, contract and SLA reviews, outsourcing governance, and daily delivery and issue resolutions.

Travelport (1 September 2021–1 November 2021)

EMEA Payroll Specialist

- Preparation and administration of monthly APAC & EMEA payrolls in accordance with current legislation for France, Hungary, Malaysia, Romania, Singapore and Taiwan.
- Payroll issues escalated and resolved with root cause analysis and corrective action for all levels of employees and management, with a focus on ensuring a positive and seamless employee experience in partnership with local In Country Providers.
- Stay abreast and adapt with the changing requirements of the Company and associated bodies.
- Providing support to international finance teams with month-end close and reporting activities.
- Maintaining data in accordance with statutory and company requirements of retention and confidentiality.
- Completion of the monthly, quarterly, and annual payroll journals as required.

Allegis Group (6 January 2020–19 August 2021)

EMEA Payroll Administrator

- Process weekly UK contractor payroll and ensure coherence to IR35 legislation.
- Partnering with internal departments to collate payroll variables.
- Complete and participate in project related work within multiple European countries.
- Processing monthly payrolls across multiple European countries (on PeopleSoft Oracle).
- Carry out ad-hoc tasks as required by the Payroll Manager.
- Reconcile monthly journal entries and taxes with the Finance department.

Rico Logistics (5 December 2016–20 December 2019)European Payroll & HR Administrator

- Processed the monthly European payrolls using ADP and Unit4.
- Proactively supported the global business in all HR admin matters.
- Supported on-boarding process of new employees and managed holiday and sick leave.
- Monthly posting of European payroll journals on Sage X3.
- Developed HR processes and forms in Europe to mirror the UK activity (staff recruitment, leaver/termination processes, contract variations, and absence recording).
- Implemented ADP self-service for the whole company for a total of 10,000 employees.

European Finance Assistant

- Monitored weekly and monthly supplier payments in an effort to control company costs.
- Reconciliation of multiple European bank accounts on a weekly basis on Sage X3.
- Ensured supplier payments were completed 99% on time each week.
- Used Excel daily to preform data gathering, analysis, and other financial tasks.
- Monthly meetings with the Finance Director regarding gross margins in Europe.

Westcraft Ltd (1 June 2012–2 December 2016)HR Assistant

- Maintained HR records to ensure consistency and an up-to-date database on ADP.
- Dealing with email, postal, and phone queries by priority and maintaining confidentiality.
- Assist in payroll preparation by providing relevant data i.e. absences, bonuses, leaves etc.
- Posting job advertisements whilst organising resumes, job applications, and interviews.
- First point of contact for payroll queries and facilitating resolutions to payroll errors.

LEADERSHIP ACTIVITIES**Chelsea Football Club (21 November 2020–Present)**BAME Representative (Fans' Forum)

- Represented the Black Asian and Minority Ethnic fans of the Club and maintained a positive and constructive dialogue between the Club and fans.
- Raised points for discussion in meetings and made constructive recommendations leading to implementation of positive change.
- Established a strong relationship with supporters, enabling them to raise issues and provide feedback, which were escalated in the appropriate manner to the Chelsea Chairman and the rest of the Fans' Forum.

Uxbridge College (1 September 2013–31 July 2014)Student Representative

- Conferred with senior management the issues posed by students to seek a mutual understanding.
- Collaborated with lecturers to provide trips to as rewards for academically able students.
- Discussed with students any issues they had with their program that they want to be dealt with.

Michael Sobell Hospice (3 April 2013–7 July 2013)Team Leader

- Created an innovative fundraising initiative by offering gardening services to the local community.
- Delegated tasks based on each team member's strengths to ensure optimal performance.
- Within 4 months, from an initial investment of £50, raised a total of £600 to make a 1200% profit.

ACHIEVEMENTS

Oxford Brookes University (1 September 2015)

Graduate Scholarship

- Awarded a £10,000 scholarship that covered the cost for the entire MSc in Business Management.

Uxbridge College (15 September 2014)

Business Higher Education Award (Sponsored by the University of Hertfordshire)

- Being a student role model that demonstrated the skills to progress further at degree level through independent study/research, achievement and attitude.

Technical Skills

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| • Software: SAGE X3, ADP Streamline, Peoplesoft, Microsoft Office, SAGE 200, Unit4, and SPSS | • Multilingual: English, Punjabi, Hindi, and Urdu |
| • Operating Systems: Microsoft, Mac OS, and Linux | • Expertise: EMEA and UK payroll, Bank reconciliations, Journal entries, and payroll software implementation |

CERTIFICATIONS AND MEMBERSHIPS

- Full Member of the Chartered Management Institute (Certified to Level 7).
- Associate Member of the Chartered Institute of Payroll Professionals (Certified to Level 7).

REFERENCES

Provided upon request.