SURYA PRAKASH SINGH

Address:
Ward No. 35, J B MANZIL ,Third Floor , Ahambhavi, Siruguppa Road, Ballari, Karnataka – 583104

Mobile: +91 9405415635 | +91 8977944726
Email: singhsurya1979@gmail.com | spsinghevsl@gmail.com

PROFESSIONAL SUMMARY

SAP HCM Functional Consultant and HR Payroll Professional with **17+ years of experience** in SAP HCM (SAP HR) implementation, support, configuration, payroll processing, and HR operations. Extensive experience in Personnel Administration, Organizational Management, Payroll, Time Management, Benefits, and SAP SuccessFactors. Strong knowledge of Indian Payroll, statutory compliance, and HR business processes with proven expertise in SAP configuration, data migration, testing, end-user training, and production support.

CORE COMPETENCIES

- SAP HANA HR
- Personnel Administration (PA)
- Organizational Management (OM)
- Payroll Configuration
- Time Management
- Business Blueprint Preparation
- Configuration Documentation
- User Training & Production Support
- LSMW Data Migration
- BDC Data Upload
- Infotype Creation & Modification
- Basic ABAP Report Modification
- SAP Authorization Management
- HR Statutory Compliance
- Full & Final Settlement
- Payroll Posting & Off-cycle Payroll

SAP TECHNICAL EXPERTISE

Personnel Administration

- Enterprise Structure Configuration
- Organizational Assignment
- Personnel Administration Configuration
- Master Data Configuration
- Features & Default Values
- Screen Modifications
- PA-OM Integration

Time Management

- Work Schedules
- Attendance & Absence Management
- Leave Quotas
- Time Evaluation
- Absence Counting
- Leave Entitlement Configuration

Payroll

- Payroll Processing
- Payroll Posting
- Payroll Reports
- Wage Type Configuration
- PCR Writing
- Schema Configuration
- Additional Payments (IT0015)
- Basic Pay (IT0008)
- Symbolic Accounts
- GL/Vendor Assignment
- Provident Fund Configuration
- EDLI
- ESI Configuration

- Professional Tax
- Gratuity
- Leave Encashment
- Full & Final Settlement
- Off-cycle Payroll

Organizational Management

- Organization Units
- Jobs
- Positions
- Staffing Interface
- Expert Mode
- Simple Maintenance
- PA-OM Integration

Reporting

- SAP Adhoc Query
- SQL Query
- Existing Report Enhancement

HR RESPONSIBILITIES

- Employee Joining & Exit Formalities
- Payroll Processing
- Full & Final Settlement
- Advance Salary Processing
- Off-cycle Payroll
- PF, ESIC, LWF, PT & EPS Compliance
- Employee Pension Processing
- Employee Data Management
- Contract Labour Billing & Compliance
- Maintain employee salary, attendance, leave, and benefits records.
- Manage deductions such as income tax, provident fund, social security, insurance, and other applicable contributions.
- Prepare and file statutory returns and payroll reports.
- Coordinate with HR, Finance, and external auditors.
- Handle payroll audits and compliance inspections.

- Resolve employee payroll queries and discrepancies.
- Keep payroll policies and procedures updated with changing regulations.
- Ensure confidentiality of employee payroll data.

PROFESSIONAL EXPERIENCE

Deputy Manager –HR Payroll

Jindal Saw Ltd.
Location: Kudithini, Karnataka

Duration: 25 May 2024 – Present

Responsibilities

- Managing end-to-end payroll operations.
- Ensuring statutory compliance.
- Full & Final Settlement.
- SAP Payroll Support.
- Employee master data management.
- Contract Worker Billing.
- Time Management
- Canteen Administration
- Colony and Transport Administration
- Bonus , Gratuity , PF, PT ,LWF Handling.

Deputy Manager – HR Payroll

Evonith Value Steel Limited
Location: Wardha, Maharashtra

Duration: 29 September 2009– 22 May 2024

Responsibilities

- Payroll processing
- SAP HCM Support
- Statutory Compliance
- Employee Off Cycle Payment

SAP HR Functional Consultant

Dream Soft Solution Ltd.

Location: New Delhi

Duration: 05 September 2007 – 25 September 2009.
SAP HCM Implementation

- Configuration
- Payroll Support

- User Training
- Production Support

- Data Migration
- Blueprint Preparation
- Integration Testing

IT RESOURCE PERSON

NTPC Ltd.

Location: Ramagundam

Duration: 22 August 2005 – 21 August 2007.

Assistant Programmer

4C Plus Ltd.

Location: Noida

Duration: 4 October 2003 – 03 January 2005.
Total Experience:22 Year

EDUCATION

Master of Computer Applications (MCA)
UP Technical University – 01 July 2000- 30 June 2003

Bachelor of Science (B.Sc.)
Udai Pratap Autonomous College, Purvanchal University :01 July 1996-30 June 1999.

Intermediate(12th)
UP Board :01 July1994- 30 June 1996

High School(10th)
UP Board :01 July 1992-30 June 1994

PERSONAL DETAILS

Name: Surya Prakash Singh

Date of Birth: 15 November 1979

Nationality: Indian

Marital Status: Married

Languages: English, Hindi

Hobbies: Cricket, Football, Current Affairs, Watching Movies

Current
CTC:1171648(Yearly)

Expected CTC:
1600000(Yearly)

Permanent Address:
Village – Nevada
Post – Jam
Tehsil – Rasara
District – Ballia

Uttar Pradesh – 221712
Reference Person Contact no:
1: Mr Rajkumar Mehta(DGM HR)
Jindal Saw Ltd
Mobile No:8977945338

2. Mr Prakash Bhagwat(AVP)
Kalyani Steels
Mobile No:9480693192

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Ballari
Date: 18-08-2026

(Surya Prakash Singh)