

SOUNDARYA MUKKATIRA RAJA

Finance Admin & Business HR — 5 Years 6 Months

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Professional Summary

Results-driven professional with hands-on experience in payroll administration, human resources operations, and end-to-end accounting, supported by an MBA specializing in business communication, strategy, and globalization. Recognized for consistent high performance, strong team collaboration, and operational excellence. Demonstrates excellent communication skills with a strong ability to bridge HR, payroll operations, and business objectives, backed by a solid foundation in finance and human resources management.

Skills

Skills: Onboarding, Offboarding, Documentation, Procore, ADP, Quickbooks, International Financial Reporting Standards (IFRS), Account Payable, Account Receivable, Banking, Tally ERP, Audit, Journals, Ledger, NVivo, SPSS, Procurement, Credit control, Invoicing, Client management, Client relationship Management, HRBP, financial reporting, Reconciliation, Budget & forecasting, CAPEX & OPEX, Month end, Strategy framework,

Computer: Microsoft Office, Microsoft Dynamics, Power Automate.

Analytics: Qualitative Analysis, Quantitative Analysis, Market Research.

Languages: English- Native, Hindi - Full Professional Proficiency

Experience

King Rose Construction, NY

Aug 2025 - Nov 2025

HR and Finance Associate

Bengaluru, India

- Directed end-to-end HR operations and employee lifecycle management for both U.S. and India-based employees, including full-cycle recruitment (job posting, screening, interviewing, offer letter issuance, salary negotiation, background verification, documentation, and HRIS system entry), onboarding, offboarding, payroll coordination, compliance documentation, and performance appraisal processes.
- Provided leadership oversight of workforce timekeeping and payroll operations by managing Procore timesheet accuracy, approval governance, and timely payroll processing through ADP, including posting payroll entries, deductions, benefits, and insurance contributions in QuickBooks.
- Acted as a trusted HR partner for employees and leadership, handling payroll, benefits administration, compliance matters, employee relations, and performance management with a strong focus on operational efficiency and regulatory adherence.
- Led financial and accounts receivable administration by recording incoming payments, preparing IFRS-compliant accounting reports, and proactively communicating outstanding balances and financial insights to project and senior stakeholders.

CATS Global Schools

April 2024 - April 2025

Finance Assistant

Canterbury, UK

- Managed end-to-end payroll administration, ensuring accurate payroll processing, statutory compliance, employee documentation, and seamless coordination between HR and Finance teams.
- Oversaw employee onboarding processes, ensuring smooth documentation management and compliance across HR operations.
- Managed daily banking and cash operations, including receipt allocation, reconciliation tracking, payment receipts, and invoice updates, achieving 98% accuracy and 100% on-time reporting.
- Led Accounts Receivable operations by allocating student and agent payments, issuing remittance advice, and strengthening stakeholder communication, reducing outstanding balances by 30% and improving collection cycles.
- Collaborated with cross-functional teams in management reviews to assess AR aging, monitor credit exposure, and prioritize high-risk accounts for escalation and recovery.
- Designed and implemented a new payment collection process in coordination with reservation, transport, and accommodation teams, improving collection efficiency by 40% and significantly reducing invoice errors.
- Prepared and posted journal entries, accruals, and reconciliations using Microsoft Dynamics 365, contributing to a 20% faster month-end close process and accurate financial reporting.
- Led the implementation of Power Automate-based invoice approval workflows across multiple schools, introducing multi-level authorization controls that enhanced governance, efficiency, and process transparency.
- Independently managed end-to-end Accounts Payable for 10 UK and U.S. schools, including vendor onboarding, weekly payment runs, and timely vendor settlements through NatWest AutoPay while ensuring compliance with governance and tax regulations.

Hampton by Hilton
Finance Administrator

June 2023 - April 2024
Canterbury, UK

- Led daily banking operations and audit reviews across Front Desk and F&B functions, overseeing reconciliations, credit card reporting, and month-end financial reconciliations, while ensuring controlled, GM-approved refund processing to maintain accuracy and compliance.
- Oversaw end-to-end HR onboarding processes, including contract issuance, right-to-work verification, system setup, induction coordination, payroll enrollment, and policy briefing, ensuring compliance and a seamless employee transition into the organization
- Led the migration of the payment system from Global Payments to Adyen, managing end-to-end data migration, system implementation, user training, and transaction processing to ensure a seamless transition and minimal business disruption.
- Identified and resolved financial discrepancies, correcting 90% of transactional errors and recovering 90% of outstanding debt within two months through detailed reconciliations and proactive stakeholder follow-up.
- Led end-to-end procurement operations within the hotel, partnering with cross-functional teams to create purchase orders in Procure Wizard, manage invoice approvals, and ensure timely vendor payments, while overseeing payroll approvals across all departments.
- Managed operational training and day-to-day support to ensure smooth hotel operations, proactively resolving customer queries and partnering with teams to maintain service excellence.

Ionidea Interactive Pvt Ltd.
Jr Business HR - Deputed at Huawei Technologies Pvt. Ltd.

Aug 2019 - Nov 2021
Bengaluru, India

- Oversaw the end-to-end employee lifecycle, including onboarding, performance management, development planning, and offboarding, ensuring seamless processes, compliance, and alignment with organizational goals.
- Enabled WFH transition for 600+ employees across the business line by ensuring timely asset allocation, courier coordination, and full IS/ISO readiness
- Implemented the Mettl online assessment platform, designing and deploying 23 skill-based test papers to support standardized evaluation processes
- Managed employee timesheets, ensuring accuracy and timely submission, and communicated approved data to business partners to support payroll and workforce management decisions.
- Served as a strategic advisor by translating business objectives into workforce and hiring strategies, aligning with business partners and Talent Acquisition to shape role requirements, prioritize critical hires, and orchestrate interview planning for high-impact talent acquisition.
- Streamlined the hiring and interview process by establishing structured communication channels and optimized interview scheduling, improving stakeholder alignment, hiring efficiency, and candidate experience by 30%

Achievements and Certifications

- Awarded Best Operations Team (BL operations team) for:
 - Excellent Operational practices, enabling seamless WFH implementation, timely asset allocation
 - Achieved 100% compliance through on-time audits, zero IS incidents, zero device loss, and accurate forecasting with timely partner payments
- King Rose: Recognized 3 times in the Bi-weekly company newsletter within a five-issue cycle for outstanding contributions.
- Intercultural Leadership by Gradforce.
- Renewable Energy and energy conservation for sustainable development conducted by Department of EEE-AMC Eng College.

Education

Canterbury Christ Church University
MBA -International Business

Jan 2022 – March 2023
Canterbury, UK

- Specialized in Business Communication, Strategy, and Globalization, with coursework in Finance and Human Resources.
- Achieved Distinction in the final dissertation, which focused on a strategic analysis of the Sportify App.

Vishvesharaya Technological University
Bachelor of Engineering in Electrical and Electronics

July 2015 – June 2019
Bengaluru, India