

ABHISHEK JINDAL

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- ⇒ **Snapshot:** 6.5 years of experience that carries German Payroll processing, Translation of IT, Finance and Legal documents, interpretation, IT (SAP) support to Germans via hotline, Localization, Copy-editing, proof-reading and teaching German
 - ⇒ **Expertise:** German Language • German Payroll • Customer Service • IT Support • MS Office • Reporting Tools (People Portal, ADP etc.) and Data Analysis • Translation • Typing Speed • ePublishing: Copy Editing & Proof reading
 - About Me:** Innovative thinking, Proven team mentoring abilities, articulate in expressing ideas, passion to learn new things, deadline sensitive and adaptable to changing professional environments

SUMMARY

- ⇒ **Currently** working as a Team Lead German Payroll at Amazon. The role mainly includes leading a team of 2 people and processing salaries for **Amazon Germany** which includes a wide variety of activities
- ⇒ Leading 2 members' off shore team that processes salary for more than 25000 employees of Amazon Germany with 9 on shore team members
- ⇒ In 6.5 years have gained skills in ePublishing, Client Relationship, Translating documents for various domains, Localization, Team mentoring, Technical Support for several applications, very good MS office knowledge
- ⇒ **Green Belt Certified**, Identifying gaps between processes and suggesting the best possible way to fill those gaps, creating methodologies to effectively achieve targeted outcomes
- ⇒ Strong technical (IT) understanding, good knowledge of creating queries for pulling Reports as per Business need – Business Intelligence Reports
- ⇒ Proven track record in building and maintaining excellent business relationships with Internal and external customers

PROFESSIONAL EXPERIENCE

Amazon Development Center India Pvt. Ltd, Hi-Tech City, Hyderabad (June 2012 – till date)

Company Brief: Amazon.com is an American e-commerce company with Headquarters in Seattle, Washington. It is the largest retailing company of the world. Here we aim to be earth's most customer centric company and our key forces that keeps us motivated are the leadership principles that we learn and practice at Amazon.

My Role: TEAM LEAD – GERMAN PAYROLL

Responsibilities:

- Processing salaries of employees working in Germany on a monthly basis for 2 different paydates and 22 paygroups,
- Coordinating with HR and Government Officials for any ambiguous payroll inputs or clarification,
- Working on tickets related to salary or similar issues,
- Managing multiple projects and improvement initiatives,
- Taking care of Data import from HR system to Payroll system,
- Coordinating with HR to keep the records updated in payroll system,
- Finding out errors during data import from HR system to Payroll system and getting them corrected,
- Reconciling the records which we have in HR system and getting the discrepancies fixed,
- Maintaining vacation records for more than 4000 employees for Germany, Luxembourg, Italy, Spain and Romania,
- Taking care of new transitions and ensure it happens smoothly and creating SOPs (in German) for them,
- Providing training to new joiners.

Accenture Services Public Limited, Hyderabad (July 2011-June 2012)

Company Brief: Accenture is a multinational management consulting, technology services and outsourcing company with the headquarters based in Dublin, Republic of Ireland. Accenture is world's largest consulting firm and has more than 305000 employees worldwide.

My Role: GERMAN TRANSLATOR | PROJECT: BMW (IT-SUPPORT)

Responsibilities:

- Worked with Accenture as a Service Provider on a 3rd Party Payroll
- Calling BMW Application users and explain them the solutions to the problems they are facing with the application,
- Helping SE's with application localization,
- Providing support to SAP users via Hotline,
- Translating client's instructions related to project (Ger-Eng) for support team,
- Translating the user manuals of the newly launched applications for BMW Employees (Eng-Ger),
- Translating all emails that come from users (Ger-Eng),
- Translating all emails that are sent to users from our end (Eng-Ger).

Integra Software Services, Pondicherry (Jan 2010 – July 2011)

Company Brief: As an end-to-end publishing services company, Integra serves global publishers for both full service and custom service. From development editing to content production to digital media – Integra offers its proven capabilities for all possible content services requirements in a Higher-Ed and STM space.

My Role: GERMAN QUALITY CONTROLLER (PROOF-READER & COPY EDITOR) | PROJECT: SPRINGER VERLAG

Responsibilities:

- Raising queries to authors by emails for the confirmation on the changes we want to make/made in manuscript,
- Translating the client's/Author's instructions related to project for Production team,
- Taking care of complete project quality from the time it comes in until it is ready to be dispatched,
- First point of contact for quality issues/doubts,
- Editing the content as per the style of publisher and requirement of Language editing,
- Documenting all the foreseen quality issues for the production team in the initial phase of project,
- Scheduling trainings for Non-German speaking colleagues (copy-editors and composers) for the basics of German Language.

Freelance German Trainer/Teacher (Jan 2010 – till Date)

- Have been working as a Freelancer for Corporate Trainings with Nexwave Talent Management Solutions, Hyderabad. Have conducted German Language Training for Accenture and trained 25 employees,
- For last 24 months partnering with "Vivekananda Institute of Foreign Languages – VIFL" in Hyderabad. Here I teach German primarily to Beginners and Intermediate level Students,
- Was engaged in private German classes in Pondicherry for more than 1 year in 2010-2011. Taught several students for A1 and A2 Level.

Strengths:

- Capability to handle team work and stressful situations with ease
- Communication and presentation skills
- Comfortable in managing and leading
- Basic Knowledge of C#, Core Java, VBA, MS SQL, HTML, UML
- Can write intermediate level macros for automation in processes
- Problem isolation/resolving ability
- Aware of basic IT concepts and technologies
- Strong Will Power and self-belief
- Always keen to accept responsibilities and initiatives
- Proficient in MS Office applications including Word, Excel, PowerPoint & Outlook
- Quick Learner and problem solving capability
- Zeal to learn new tools and skills

ACADEMICS

- Advance Diploma in German Language (2 year Diploma), Osmania University, Hyderabad
- A2 Level in French from Alliance Francaise, Pudducherry
- B. Sc. in Information Technology, KUVEMPU University, Shimoga, Karnataka
- Intermediate in MPC from U.P. Board
- High School from U.P. Board

PERSONAL PARTICULARS

- Date of Birth : 27th September 1987
- Father's Name : Mr. Ramkishan Jindal
- Languages : Hindi, German, English and basic French
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
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