

SATHISH KUMAR V

Email: sathishkumarv0212@gmail.com | **Phone:** 8056296453 | **LinkedIn:** linkedin.com/in/sathish-kumar-83b414270

PROFESSIONAL SUMMARY

Results-driven HR Operations professional with 2+ years of experience in Workforce Administration (WFA), Onboarding Administration, Benefits Administration, Payroll Admin and Operational Reporting across France, Brazil, North America, and Europe. Experienced in managing employee lifecycle transactions, benefits administration, payroll support activities, HR reporting, and stakeholder support within global HR shared services. Consistently achieved SLA targets and maintained excellent monthly scorecard performance while delivering high-quality operational excellence.

PROFESSIONAL EXPERIENCE

Accenture India Pvt. Ltd.

HR Service Delivery Associate | May 2024 – Present (Promoted in March 2026)

Workforce Administration (WFA) – North America, Brazil & France

- Processed employee lifecycle transactions including promotions, demotions, transfers, job data changes, and personal data updates.
- Maintained employee records and ensured accurate execution of HR transactions while adhering to service-level agreements.
- Utilized ApData, SAP SuccessFactors, and ServiceNow to support workforce administration activities and employee data management.

Onboarding Administration – North America

- Managed US employee onboarding and HRIS profile setup.
- Supported Form I-9 verification and onboarding documentation.
- Used SAP SuccessFactors, Dayforce, ServiceNow, and PDFsam for onboarding transactions and document processing.

Benefits Administration – North America & Europe

- Administered employee benefits programs and resolved inquiries related to medical, dental, retirement, and dependent coverage plans.
- Managed benefits processes including COBRA, 401(k), HIPAA, HMO, dependent verification, and generated 25+ recurring benefits reports.
- Utilized Manulife, EEPPoint, Kaiser Permanente, Delta Dental, SAP SuccessFactors, ServiceNow, and Excel for benefits administration and reporting.

Operational Reporting – Europe

- Prepared and delivered payroll, headcount, workforce hours, and operational reports for business stakeholders.
- Generated and maintained 12+ recurring reports while performing data validation and reporting quality checks.

- Utilized Excel, SAP SuccessFactors, and ServiceNow to analyze workforce data and support operational decision-making.

Payroll Administration – France

- Supported payroll operations by processing deductions, productivity bonuses, Act 22 activities, and other payroll-related transactions.
- Utilized ADP, SAP SuccessFactors, ServiceNow, and Excel to manage payroll activities and employee inquiries.

KEY ACHIEVEMENTS

- Star of the Month (Nov 2024 – Mar 2025, Jan 2026 – Mar 2026)
- Star of the Quarter (Apr 2025 – Aug 2025)
- Encore Award (2025)

EDUCATION

B. Com – D.G. Vaishnav College (74%)

HSC – I.C.I Matric Hr. Sec. School (72%)

SKILLS

HR Operations | Workforce Administration (WFA) | Onboarding Administration | Benefits Administration | Payroll Operations | HR Shared Services | Employee Lifecycle Management | Employee Data Management | HR Reporting & Analytics | Stakeholder Management | SLA Management | Scorecard Management | Case Management | Process Improvement | Data Analysis | Advanced Microsoft Excel | SAP SuccessFactors | Dayforce | ADP | ServiceNow | PDFsam | Form I-9 | ApData | Manulife | EEPPoint | Kaiser Permanente | Delta Dental