

RAHUL VALDER

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SUMMARY

Detail-oriented Data Analyst and Payroll Admin Assistant with over 1 year of experience in data management, financial reconciliation, and reporting. Proficient in analyzing data, processing transactions, and ensuring accuracy in financial operations. Known for excellent organizational and interpersonal skills, able to work effectively in fast-paced environments. Eager to contribute by supporting financial accuracy and efficiency in hotel payable operations.

EXPERIENCE

Payroll Admin Assistant | LUSH Cosmetics

Jan 2024 – Current

- Responded to employee inquiries related to payroll, timecards, and attendance, ensuring timely and professional communication.
- Utilized the ADP system to update and correct timecards, ensuring compliance with payroll policies and procedures.
- Maintained accurate and up-to-date attendance records in Google Sheets for management's use in reporting and decision-making.
- Prepared comprehensive end-of-day activity reports using Google Sheets, summarizing key tasks and updates to support payroll operations.

Operations Support Clerk | Hudson's Bay Company

May 2023 – Oct 2023

- Assisted team leads and floor managers with daily scheduling, ensuring optimal staffing and efficient workflow.
- Provided daily reporting support, compiling and distributing key information to aid management in operational decision-making.
- Supported employees with Workday setup, troubleshooting, and general assistance, enhancing their experience with system navigation and payroll updates.
- Maintained accurate records and performed routine administrative tasks, contributing to a well-organized, supportive work environment.

CORE SKILLS

- **Technical Skills:** Proficient in MS Office Suite (Excel, Word), SQL, and Tableau for data analysis and reporting.
- **Financial Reconciliation:** Skilled in variance identification, payment processing, and account reconciliation.
- **Attention to Detail:** Strong ability to review documents and financial data accurately to maintain precise records.
- **Communication & Collaboration:** Excellent written and verbal communication skills; experienced in working with internal teams and external contacts.
- **Adaptable & Fast Learner:** Quick to learn new systems and tools, thriving in dynamic and fast-paced environments.

EDUCATION

Post-Graduate Diploma in Business Analytics and Big Data Architecture - *Conestoga College, Ontario*
Bachelor of Engineering (Information Technology) – University of Mumbai, India

PROJECT

Bank Churn Analysis

- Led a comprehensive analysis using Tableau to produce over 20 dynamic visualizations, resulting in a 20% increase in productivity and a 15% improvement in understanding key customer metrics.
- Collaborated with team members to ensure clarity and precision in reporting, fostering a streamlined workflow and aligning insights with business needs.