

Apurva Choudhary

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+ PROFESSIONAL PROFILE

Experienced Senior Payroll Accountant with **4.8 years** of hands-on expertise in **payroll processing and accounting**, specializing in **payroll systems**. Adept at utilizing advanced payroll software and maintaining compliance with tax laws, pension regulations, and social security contributions. Proven track record of accurately processing payroll for large teams, resolving client inquiries, and ensuring meticulous attention to detail in all aspects of payroll and tax reporting. Known for strong communication skills and a client-focused approach, thriving in collaborative, fast-paced environments.

+ HIGHLIGHTS

- **Payroll Expertise:** Successfully processed payroll for over 400 employees with accuracy and in compliance with tax regulations.
- **Client-Facing Experience:** Managed client inquiries, ensuring timely resolution of payroll issues and system updates related to employee status changes.
- **Software Proficiency:** Extensive experience using **Hogia Cloud Software** and **Tally ERP9** to manage payroll processing, reporting, and data management.
- **Recognition & Awards:** Recognized as **Employee of the Month** (Aug 2021, Nov 2021) for consistently exceeding performance targets and delivering high-quality results.

+ PROFESSIONAL EXPERIENCE

Senior Payroll Accountant | Coincept Accounting Solutions Pvt. Ltd. | Pune
Project | Feb 2020 – Sep 2024 | Payroll Assessment Project

As part of the payroll team, I was responsible for ensuring the accurate and timely processing of payroll for over 400 employees, while maintaining compliance with tax laws and benefits regulations.

- **Payroll Processing & Compliance:** Utilized **Hogia Cloud Software** to process monthly payroll, ensuring adherence to tax laws, pension contributions, and social security obligations.
- **Data Management:** Maintained and updated employee payroll records, leave balances, benefits management, and payroll data in coordination with the accounting department.
- **Tax & Reporting:** Handled payroll tax filings, year-end tax reports, and prepared annual salary statements for clients, ensuring accurate reporting and documentation.

- **Client Interaction:** Acted as the main point of contact for client inquiries, resolving payroll discrepancies and providing timely updates on employee status changes, such as promotions, terminations, and variable payments (overtime, bonuses).
- **Attention to Detail:** Processed and tracked overtime, bonuses, and other variable payments with high precision, ensuring all financial data was accurate and complete.

Team Size: 7

+ EDUCATION

Master of Commerce

Savitribai Phule University, Pune | Aug 2015 – Jun 2017

52.87%

Bachelor of Commerce

Marathwada Mitra Mandal College of Commerce, Pune | Jun 2012 – Jun 2015

53.9%

Higher Secondary Certificate (HSC), Commerce

Maharashtra State Board | Jun 2012

66.33%

Secondary School Certificate (SSC)

Maharashtra State Board | Jun 2010

62.80%

+ SKILLS

- **Payroll & Accounting Software:** Hogia Cloud Software, Tally ERP9
- **Accounting & Payroll Processes:** Payroll Processing, Tax Filing, Benefits Administration
- **Microsoft Office Suite:** Advanced Excel, MS Word, MS PowerPoint
- **Soft Skills:** Strong Communication, Client Relationship Management, Team Collaboration, Attention to Detail, Problem-Solving

+ AWARDS AND RECOGNITIONS

- **Employee of the Month** (Aug 2021, Nov 2021) for outstanding performance in payroll processing and client satisfaction.

- **Client Appreciation** for consistently providing excellent service and maintaining high accuracy in payroll management.

+ OTHER ACTIVITIES

- **Hobbies:** Music, Painting, Cooking
- **Personal Development:** Actively engaging in continuous learning and professional growth to stay updated on payroll regulations and accounting practices.