

## **Vandana Chauhan**

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### **PROFILE SUMMARY AND OBJECTIVE**

Experienced Payroll Executive with over 4.9 years of experience at Coincept Accounting Solution Pvt. Ltd, seeking a challenging and rewarding position for payroll Executive where I can enrich my skills and management capabilities further while working to achieve the organizational goals.

### **PROFESSIONAL EXPERIENCE**

Employer - Coincept Accounting Solution Pvt. Ltd.  
Client - Bokoredo AB, Sweden (European payroll)  
Role - Payroll Executive  
Duration - 13 January 2020 to 30 September 2024

### **SOFTWARE**

Hogia Cloud, Microsoft Teams, Excel, Google Drive

### **TECHNICAL SKILLS**

- Excel (Vlookup, Hlookup, and Pivot table)
- Hogia cloud (Swedish payroll software)

### **ACHIEVEMENT**

- Employee of the Month (Nov 2022)

## **ROLE AND RESPONSIBILITIES**

- Maintaining timesheet through Portal, and manually.
- Sending reminders and approvals to the clients through portal i.e. Hogia PBM
- Collecting time registrations from a portal website, or clients sends in an excel sheet filled with time Registration
- Checking for maternity/paternity leave, vacations, over time, if an employee has left a note which might be helpful during processing payroll.
- Taking a backup of the database.
- Generate and release the salary on a particular day.
- Taking out tax, salary and vacation reports, and send them directly to the client.
- Do Pension Reporting for monthly clients, and control all settings for vacation
- Sending invoice to the client.
- Excellent reputation for resolving problems and improving customer satisfaction.

## **PROFESSIONAL EDUCATION**

B.COM (60%) Abeda Inamdar senior College, Pune. 2018

H.S.C(65.08%) Abeda Inamdar junior College, Pune. 2015

S.S.C (72.55%) S.m joshi school, Pune 2013

## **PROFESSIONAL ENHANCEMENTS**

**Course:** CIA (Certified Industrial Accountant) in 2019

## **PERSONAL DETAILS**

**Date of Birth:** 16/02/1998

**Gender:** Female

**Nationality:** Indian

**Languages:** English, Hindi

**Declaration,**

I confirm that the information provided by me is true & the best of my knowledge and belief.

Place: -Pune Date: - / /2024.

Signature.

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