



Aman Gupta

Prayagaraj, Uttar Pradesh
7651971986 prashantaman1999@gmail.com

EXPERIENCE

Infosys BPM - Pune

Jul-22 - Dec-23

UK Payroll Accountant

Processing Monthly salary of Employees 300-400 pay slips.

Creating new joiners record manually in Oracle HCM

Processing various types of reports.

Validation of daily payroll reports and Month end reporting.

Providing pay slips, tax documents to employees.

Mapping of Line Manager and cost center of employees designation wise.

Maintains employee confidence and protects operation by keeping information confidential.

Contributes to team efforts by accomplishing related results as needed.

Cleaning raw data into processed data with converting them from text to excel file and

Creating various types of dashboards in excel.

Handling queries and issues of onshore employees on HRSD (Tool-Oracle Fusion) related his technical challenges.

SKILLS

Advance Excel

Financial Accounting

Problem Solving and Decision making

Human Resource

MIS

MS Office

Oracle HCM

LANGUAGES

English

Hindi

Firstcry.com (Brainbees Solutions Ltd.) Pune

Feb 24 - Aug 24

HR Payroll Executive

Working as a HR- Payroll executive.

Roles and Responsibilities -

Creating new Joiners Record in System (ZingHr).

Releasing Offer letters after analysing mandatory documents.

Maintaining PF, ESIC and PT data in system.

Calulation of Overtime and LOP.

Onboarding of candidate' s on daily basis.

Joiner reconciliation on weekly basis.

Providing Access to employees.

Managing MIS report.

Maintaining Master Data of Employees.

Mapping of Reporting Manager's Department wise.

Marking Weekly Off as per Department wise.

Co-ordination with Recruitment team for employees details.

EDUCATION

Swami Vivekanand Subharti University

2022-24

Master of Business Administration

University of Allahabad

2019-2022

Bachelor of Commerce

UP State Board

2019

H.S.C.

UP State Board

2017

S.S.C.

ADDITIONAL INFORMATION

Father Name- Mr. VIJAY GUPTA

Date of Birth- 25th October 2001

Gender -MALE

Marital Status - UNMARRIED

Languages Known - HINDI AND ENGLISH

Hobbies - LISTENING MUSIC, Trekking,PLAYING
CRICKET

Permanent Address - 57/1 Pura Dalel, Allahpur,
Prayagraj(Allahabad), U.P.