

Gayatri Shridhar Gurav

Payroll Associate

Seeking a challenging position in the field of payroll so as to utilise my skills for organisation and individual growth.

✉ gtrgrv@gmail.com

☎ 8007695880

📍 Dhankawadi, 411043., Pune, India

WORK EXPERIENCE

Payroll Assistant (Indian Payroll) Greenvissage Business Consulting LLP

02/2021 - 03/2024

Pune

Tasks handled

- Maintains payroll information by collecting, calculating compensation and entering data into the payroll software, processing payroll on time with application of necessary legal and regulatory compliances.
- Payroll processing with overseeing of salary changes, compensation, deductions and benefits to employees.
- Complies with statutory returns such as E-TDS filing and TRACES, Form 16 generation,
- Checking of investment proofs, response to queries from client and employees.

EDUCATION

Bachelor of Commerce (B.Com.) Ness Wadia College of Commerce, Savitribai Phule Pune University

2017 - 2020

Pune

Courses

- with First class

Higher Secondary Certificate (HSC) Ness Wadia College of Commerce

2017 - 2017

Pune

Courses

- with A grade

Secondary School Certificate (SSC) Vidya Vikas Vidyalaya

2015 - 2015

Pune

Courses

- with grade I distinction

SKILLS

Payroll processing

Microsoft office

Confidentiality

Teamwork

CERTIFICATES

Tally ERP with GST (2019 - 2019)

Maharashtra State Certificate in Information
Technology ((MS-CIT) (2017 - 2017)

LANGUAGES

English

Limited Working Proficiency

Hindi

Limited Working Proficiency

Marathi

Native or Bilingual Proficiency