



VISHAL GUPTA

SR. EXECUTIVE PAYROLL

📍 A 104, STREET No 09, NORTH BLOCK
WEST VINOD NAGAR DELHI – 110092

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PROFILE SUMMARY

Ambitious Payroll Executive/Associate bringing 7 years' experience in accounting and payroll operations. Always looking for ways to help the team and learn more about payroll processes. Proficient in reviewing timesheets, Processing Salary, Accounting and resolving Employee queries.

EDUCATION

Distance - Master of Business Administration: HR & Finance (2022 – 2024)
Swami Vivekanand Subharti University, Meerut, Uttar Pradesh

Regular - Bachelor of Commerce: Accounting (2011 – 2013)
Deen Dayal Upadhyay Gorakhpur University, Uttar Pradesh

SKILL HIGHLIGHTS

- ☐ Attendance Management
- ☐ Payroll Processing
- ☐ Compliance- Return Filing (PF, ESIC)
- ☐ Employee Onboarding and Exit-full and final settlement
- ☐ Excel, Word, PPT, Tally ERP
- ☐ Bookkeeping, Voucher Entry, Bank Reconciliation
- ☐ Solving Employee Grievances

TECHNICAL SKILL

Certificate program in Accounts Executive skills

- Tally ERP.9 (Accounting, Inventory, Payroll, Bank)
- MS Excel (lookups, Pivot, Formula etc.)
- Typing Speed: 40 wpm

Payroll software- Sensys Easy pay, TL ALCS, TL Connect, iEsphere
Diploma in Computer Application (DCA)

WORK EXPERIENCE

Sr. Executive Payroll, Sep'23 - Current

iEnergizer IT Services Pvt. Ltd., Noida, Uttar Pradesh

- Processing Salary of Employees through Excel
- Making Salary Payment Sheet & Vouchers
- Generating PF ESI Reports for Challan
- Uploading Payslips on Internal Software Portal
- Making Various Excel --MIS Report
- Payroll Documents Filing Related to Accounts
- Handling Employees Quires
- Assist in Audit

Executive Onsite-Payroll & HR Operation, Sep'21- Sep'23

TeamLease Services Ltd, Deputed at Client -DFM Foods Ltd. (Noida, Uttar Pradesh)

- Onboarding & Induction -Ensuring E-Onboarding and provide Offer letter for new Employees
- Input Finalization- Collecting and verifying the monthly attendance data
- Ensuring timely Payroll process and other payout
- Employees connect -Respond to employee's Grievance /inquiries regarding payroll and other issues or concerns
- Improving efficiency and effectiveness in HR delivery
- Exit formalities-full and final settlement
- MIS-Making various reports for management
- Audit- Assist in annual audit.

Accounts cum Payroll Assistant – July'16 to Aug'21

Service Equipment India Pvt. Ltd., Delhi

- Onboarding employees with registration on EPF and ESI Portal
- Collecting and verifying the monthly attendance data
- Monthly Payroll Processing and payment
- Filling Return of EPF & ESIC and payment
- Handling Conveyance & other Reimbursement of Employees
- Employee exit formalities-full and final settlement
- Making various reports for management-MIS
- Solving Employees Grievances
- Maintaining accounting records by making entry in Tally ERP
- Bank, Branch and Ledger Reconciliation
- Bookkeeping and other accounting work

PERSONAL DETAILS

Date of Birth -30/05/1995
Father's Name -Sheshnath Gupta
Marital Status -Married
Nationality -India
Language -Hindi & English
Gender -Male