

Akshay Kumar

Eor Operations executive



3 Years 0 Month



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com



Profile Summary

"Dedicated and results-driven Payroll Executive with 3 years of experience in managing end-to-end payroll operations for diverse organizations. Proficient in all aspects of payroll processing, including data entry, tax calculations, statutory compliance, and employee query resolution. Adept at leveraging advanced payroll software to streamline processes and ensure accuracy. Skilled in coordinating cross-functional collaboration with HR, finance, and IT departments to maintain seamless payroll operations. Proven track record of implementing process improvements to enhance efficiency and optimize resource utilization. Committed to staying updated on evolving tax laws and regulations to ensure compliance and minimize risks. Strong communicator with excellent interpersonal skills, able to build rapport with stakeholders at all levels. Seeking to leverage expertise in a dynamic organization to drive operational excellence and contribute to strategic business goals."



Key skills

- Excel
- MS Office
- Data Entry
- HRMS
- HCM



Personal Information

City **Gurugram**
Country **INDIA**



Hobbies

- Sports:- Gymming - physical exercises and activities
- Traveling: Demonstrates curiosity adaptability and cultural awareness. Mentioning specific destinations or experiences can make it more engaging.
- Photography:- Only Natural captures



Languages

- English
- Hindi



Education

B.A, 2019

Tilka Manjhi Bhagalpur University, Bhagalpur

12th, 2016

Bihar, English



Work Experience

Jul 2021 - Sep 2023

**Eor Operations executive
PROCLOZ SERVICES**

As an Employ of Record (EOR) specialist, I excel in managing end-to-end hiring, onboarding, payroll, and HR functions for client companies. I work closely with clients to understand their EOR service requirements and strategize project plans encompassing timelines, budgets, and deliverables. With my proficiency, I meticulously screen and assess candidates, ensuring a smooth hiring process. Adhering to client specifications, I efficiently issue offer letters and conduct thorough background and reference checks to make well-informed hiring decisions. My expertise lies in delivering comprehensive EOR solutions while maintaining a focus



Social links

www.linkedin.com/in/akshay-sr-payroll-specialist

on client satisfaction and compliance

Sep 2023 - Aug 2024

Payroll Executive

ZingHr

Key Responsibilities:

- Lead and manage payroll processing activities, including data entry, calculations, and disbursements, to ensure accuracy and timeliness.
- Ensure compliance with federal, state, and local payroll regulations, tax laws, and labor standards, staying updated on changes and implementing necessary adjustments.
- Provide leadership and guidance to a team of payroll specialists, fostering a culture of excellence, collaboration, and continuous improvement.
- Identify opportunities for process optimization and automation to enhance efficiency and reduce manual effort in payroll processing.
- Collaborate with internal departments and external vendors to resolve payroll-related issues, optimize service delivery, and drive strategic initiatives.
- Generate and analyze payroll reports and metrics to provide insights, identify trends, and support decision-making by management.
- Address employee inquiries, concerns, and issues related to payroll, providing timely and accurate information and ensuring excellent customer service.
- Conduct regular audits and compliance reviews of payroll data, processes, and documentation to ensure accuracy, integrity, and adherence to internal controls.
- Comprehensive knowledge of payroll laws, regulations, and compliance requirements.
- Proficiency in payroll software and systems (Greythr and ZingHR) and advanced proficiency in Microsoft Excel.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication, leadership, and interpersonal skills, with a focus on building effective relationships and driving results.

- Present



Internship

1029 Days

PROCLOZ SERVICES



Projects

30 Months

Streamlining Payroll Processes for Efficiency and Compliance

Project Description: Led an initiative to streamline payroll processes to enhance efficiency, accuracy, and compliance with regulatory requirements. Key accomplishments include:

1. Process Evaluation: Conducted a comprehensive review of existing payroll processes, including data entry, calculations, and documentation, to identify inefficiencies and areas for improvement.

2. Compliance Enhancement: Ensured compliance with statutory regulations by updating payroll processes to reflect changes in tax laws, labor regulations, and other legal requirements.

3. Performance Monitoring: Established key performance indicators (KPIs) to monitor the effectiveness of the new payroll processes and software, tracking metrics such as processing time, accuracy rate, and compliance level.

This project demonstrates my ability to lead cross-functional initiatives, drive process improvements, and ensure compliance with regulatory requirements in payroll processing.