

# POONAM KANOJIYA

SENIOR PAYROLL ANALYST- WIPRO HR SERVICES INDIA PVT LTD

LINKEDIN PROFILE: [LINKEDIN](#)



## CONTACT

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## LANGUAGES

English

Hindi

Marathi

## SKILLS

Training

Excel

VLOOKUP

Formulas

MS Office

Payroll

Workday

Reconciliation

## PROFILE

A graduate with several years of experience in Payroll Process. In addition to my educational background, I also possess strong interpersonal skills which allow me to work well within a team and fostering organizational growth.

## EDUCATION HISTORY

B.COM Mumbai University (Bedekar college of commerce, Thane)

HSC Mumbai University (R.K. Talreja college, Ulhasnagar)

SSC Maharashtra Board (S.P.P. New Era High Scholl & Jr. College)

## WORK EXPERIENCE

### Senior Payroll Analyst, Wipro

- Taking initiative for completing the work and providing ideas for betterment of process.
- Analyzing the data of US & Canada Employees before the paycheck is issued for bi-weekly and semi-monthly pay confirms.
- Running and validating Defensive Queries reports to ensure accurate payments are made to the EE's.
- Taking necessary actions by researching EE's hire till termination details.
- Validating and processing of EIB in mass loads to make sure that No Overpayments or Underpayments are done to the EE's.
- Communicating with the Onshore clients via emails and calls when necessary to confirm the validations and make the required changes if there are any.
- Processing Settlements after completion of all the pre payroll and payroll

## HOBBY

Dancing

Joining Date : 17 March 2021

activities which make sure that the payments reach the concerned EE's.

## ACHEIVEMENTS

- Got promoted to new role i.e. Payroll Analyst (B1) in June 2022 Progression and then promoted to Senior Payroll Analyst (B2) in November 2023.
- Rewarded through spot award 'Shimmer' many times for continuous good performance and maintaining required accuracy.
- Rewarded through Team Award 'Annual Platinum Team Award' in May 2024.