

Harshita Rajput

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CARRIER OBJECTIVE

Dedicated HR and Payroll professional with over 2 years of experience in payroll management, HRIS tools, and transformation projects. Proficient in advanced Excel and payroll technologies, with expertise in end-to-end payroll processes and delivering payroll implementation and optimization solutions. Seeking to leverage technical expertise and analytical skills in driving payroll transformation and HR advisory projects on a global scale.

WORK EXPERIENCE

HR Executive

01/2021 – 09/2022

Khalsa advertising and digital solution

Bhopal

- Monitored payroll files received via SharePoint and email, ensuring completeness and accuracy.
- Audited missing data, including payment methods, national identifiers, and salaries, and keyed in missing information into Oracle.
- Investigated and resolved timecard errors for Retail & Stadia employees using Oracle and SAM tools.
- Corrected employee hours, overtime entries, and work patterns in Oracle, ensuring alignment with validated data from SAM tools.
- Addressed and amended sickness hours, negative nets, and absence errors to ensure accurate payroll processing.
- Collaborated with the HRIS team to process non-starter purging and resolve data discrepancies.
- Liaised with payroll teams to prioritize reports, address errors, and ensure complete payroll documentation before final runs.
- Responded to employee payroll queries, delivering timely and accurate resolutions.

Analyst

10/2022 – present

TaskUS

- Conducted data audits and reconciliations to maintain accuracy across HR systems.
- Performed advanced analysis to identify and resolve payroll and work schedule discrepancies.
- Managed and updated employee bank details, ensuring error-free payments.
- Supported ongoing payroll projects and participated in team meetings to optimize workflows.
- Generated detailed time summaries and reports to validate and reconcile payroll data.
- Ensured compliance with organizational policies and maintained accurate documentation for audits.

CERTIFICATE

- Ultimate HR Generalist and Human Resource Management Course

EDUCATION

Master of Business and Administration in Finance & Human resources

2021 – 2023

Barkatullah Vishwavidyalaya Bhopal

Bhopal

Bachelor of Commerce + Advertising

2016 – 2019

SAROJINI NAIDU GOVERNMENT GIRLS POST GRADUATE COLLEGE, BHOPAL, MADHYA PRADESH

Bhopal

SKILLS

- **Payroll Processing:** Expertise in end-to-end payroll processes using Oracle, SAM tool, and advanced reconciliation techniques.
- **Technology Proficiency:** Hands-on experience with global payroll platforms like ADP, SAP, and Oracle PeopleSoft.
- **Data Analysis:** Advanced Excel skills for auditing, reconciling, and processing payroll data.
- **Process Mapping:** Skilled in creating SOPs, process documentation, and workflows using Visio.
- **HRIS Expertise:** Proficient in resolving payroll discrepancies and ensuring compliance through HR systems.
- **Transformation Programs:** Experience in policy review, vendor assessment, and payroll strategy design at a global level.
- **Certifications:** FPC/PPP certification (or in progress).
- **Communication and Leadership:** Adept at managing cross-cultural teams and ensuring high-quality deliverables.