



AMRITA JAIN

Result-driven Payroll and Compliance Team Leader with over 7 years of extensive experience in managing and overseeing end-to-end payroll operations, statutory compliance, and employee relations. Skilled at handling complex payroll cycles for large organizations, with a strong focus on accuracy, process improvement, and 100% statutory compliance. A proactive team player with proven abilities in training and mentoring new joiners, managing client expectations, and implementing effective payroll solutions to optimize operational efficiency.

PROFESSIONAL EXPERIENCE

HR Associate

Eaton Technologies Private Limited

Oct 2022 – Mar 2023

- Managed end-to-end payroll processing, ensuring timely and accurate salary disbursements.
- Coordinated full and final settlements, Gratuity payment handling, and monthly tax calculations.
- Actively resolved employee queries on payroll, taxation, and compliance matters.
- Generated payroll and statutory reports, delivering them promptly to management for review.

Additional Responsibilities:

- Assisted in process optimization for payroll activities, improving efficiency and reducing errors.
- Supported integration efforts for new payroll tools, enhancing data accuracy and compliance tracking.
- Collaborated with cross-functional teams to update employee data and compliance records in HRMS software.

Unit Leader – Payroll Management

PAYSQUARE CONSULTANCY LTD., Pune

Jan 2016 – Sept 2022

- Led a team of 4 payroll processors, managing payroll for 20,000+ employees of MNCs.
- Oversaw the complete payroll lifecycle, including salary disbursement, tax deductions, and compliance with labour laws.
- Processed reimbursements, reviewed salary registers, and ensured timely submission of statutory reports.
- Managed tax declarations, ETDS returns, and Form 16 activities, ensuring tax compliance.
- Collaborated with clients to resolve payroll issues and deliver reports as per their requirements.

Additional Responsibilities

- Led payroll processing and compliance for additional Paysquare clients, including MNC, and managed escalations to maintain high client satisfaction.
- Developed payroll software logic for bonuses, VPF, NPS, Superannuation and Gratuity calculations, along with query resolution and onboarding training for new hires to ensure accuracy and seamless integration.

LC Coordinator & HR Assistant

International Institute of Business Management (SIKKIM MANIPAL UNIVERSITY)

Jul 2012 – Dec 2014

- Handled student admissions, exam coordination, and record maintenance.
- Managed HR administrative tasks, including employee documentation and payroll calculations.
- Scheduled interviews, processed staff salaries, and maintained employee attendance records.

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Pune

EDUCATION

- Master of Commerce (M. Com), Jabalpur University, 2007
- Bachelor of Commerce (B. Com), Jabalpur University, 2005

KEY SKILLS

- Payroll Management & Compliance
- HRMS/Payroll Software Expertise
- Statutory Compliance (PF, ESI, PT, TDS)
- Employee Grievance Resolution
- Full & Final Settlements
- Data Management & Reporting
- Team Leadership & Client Management
- Process Improvement & Efficiency
- Escalation & Query Handling

TECHNICAL SKILLS

- HRMS/Payroll Software: Proficiency in HRMS platforms and payroll management tools
- Microsoft Office Suite: Advanced in MS Word, Excel, and PowerPoint
Taxation & Compliance Tools: Knowledge of TDS, PF, ESI filings

CERTIFICATIONS

- Payroll Management Certification