

ANISHA SINGH

Analyst

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Skills

- Microsoft Office
- Microsoft Power Point
- Implementation
- Client handling
- Problem solving
- Quality checks
- Relationship management
- Microsoft Excel
- ERP
- Project management
- Communication skills
- Time management
- Customer Satisfaction
- HMRC communication

Experience

Senior Product Specialist

NEEYAMO ENTERPRISE SOLUTION, Pune

August 2022 - Present

- Proficient (C2) Actively involved in Global and France payroll, Compliance, Implementation
- Responsible for the smooth functioning of projects.
- Assigned to new projects, wherein I had to look after development, implementation, and system configuration as per client requirements.
- Ensuring all the payroll outputs, along with post-payroll reports, are delivered to clients as per the agreed SLA.
- Responsible for handling employee and client queries.
- Schedule monthly and weekly service review calls with the client.
- Managing and monitoring the performance of team members to ensure meeting individual and group targets.
- Excellent oral and written communication skills.
- Enthusiastic about learning new concepts in emerging technologies and domains.
- Ability to meet project deadlines and work in a fast-paced environment.
- Capable of working under time constraints in a target-oriented environment.
- Self-motivated, proactive, and quick learner of new concepts and technologies.
- Assigned to new projects, wherein I had to look after development, implementation, and system configuration as per client requirements.
- Responsible for end-to-end payroll and payment processing for live client (headcount 500+)
- Sending BACS email confirmation once all the inputs' quality checks are done.
- Ensuring all post- and pre-payroll activities are completed.
- Ensuring all quality standards are met, as per the SLA.
- Rendered on-site support for team members.

- Pre-payroll meeting with the client before starting the payroll, and its disbursement.
- Processing the off-cycle payroll for employees.
- Generated GL reports, ensuring accuracy with pay register totals.
- Responsible for submitting FPS, RTI, and EPS.
- Updating the payroll register and sending it for approval.
- Built and upheld strong client relationships.
- Communication with HMRC regarding overpayment, underpayment, and claiming credit.
- Provided support for in-house payroll product configurations.

Internship HR Recruiter

BIZLERS TECHNOLOGIES PRIVATE LIMITED, Pune, MAHARASHTRA

January 2022 - May 2022

- Managed the pre-employment background check process for new hires.
- Conducted initial phone screens, interviews, and reference checks for potential employees.
- Provided advice and assistance to new hires during the onboarding process.
- Analyzed current staffing needs and forecast future staffing needs based on organizational objectives.

Education

Master of Business Administration (M.B.A.) in Business Administration - Finance Candidate

Dr. D. Y. Patil Vidyapeeth, Pune, Pune

Expected graduation August 2025

Completed coursework towards Bachelor of Commerce in Business Administration **GPA 8.38**

Balaji College of Arts, Commerce & Science (BCACS), Pune

October 2022

Completed coursework towards HSC in Commerce

NIOS, Pune

March 2018

Completed coursework towards SSC in CBSC

Kendriya Vidyalaya, Pune

March 2016

Certifications

- Certificate Course on Share Trading
- Fundamentals of Digital Marketing - Google Digital Garage

Personal Information

Gender: Female

Marital Status: Unmarried