

YOGESH KUMAR

Payroll Associate

Contact

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LinkedIn

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Skills

Problem Solving

Decision making

Computer proficiency

Team Work

Communication

Leadership

MS Office

Recruiting

Human resources

HR sourcing

Human resources

Communication skills

Microsoft Excel

PF and ESI

Payroll

HR software proficiency

Seasoned Payroll Specialist bringing 3 years' experience in accounting and operations management. Proven history of achievement and innovation coupled with outstanding work ethic, commitment and loyalty. Strong track record of effective leadership, collaborative teamwork and articulate communication. Highly adept with key strengths in payroll administration functions, including discrepancy research, regulatory guidelines adherence, complex processing procedures and program management.

Education

2023-06	Bachelor of Arts: Maths <i>Indra Gandhi University - Rewari, India</i>
2023-03	Advance Excel : 6 Months <i>EBM Academy - Rewari</i>
2018-05	12th: Maths <i>Suryodaya Sr. Sec. School - Mamria Thethar</i>

Work History

2024-05 - Current	Payroll Associate <i>By The Book Consulting LLP, Gurgaon, India</i> <ul style="list-style-type: none">• Maintained confidentiality of sensitive employee information, adhering to strict privacy guidelines.• Communicated effectively with employees at all levels regarding their pay-related inquiries or issues.• Reduced errors in payroll records by diligently reviewing and verifying employee information.• Stayed up-to-date on relevant tax laws, ensuring accurate withholding calculations for federal and state taxes.• Managed garnishments, deductions, and benefit withholdings accurately to maintain compliance with regulations.• Assisted with audit preparations, maintaining clear documentation of all payroll transactions.• Managed payroll data entry and processing for 5000 employees to comply with predetermined company guidelines.• Gained expertise in using various payroll software systems, increasing proficiency and speed in completing tasks.
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Languages

Hindi

Bilingual or Proficient (C2)

English

Advanced (C1)

Personal Details

undefined: 11/10/99

Software

ERP Software

GreytHR Software

2022-02 -
2024-04

Human Resource Executive

Lordkrishna cuisines pvt ltd, Gurugram

- Ensure compliance with all employment laws and regulations.
- Stay updated on changes in work legislation and industry standards.
- Communicated effectively with employees at all levels regarding their pay-related inquiries or issues.
- Oversee recruitment and selection processes, including sourcing, interviewing, and hiring new employees.
- Develop and implement HR strategies, policies, and procedures.
- Maintain HR records, including employee files, compensation, and benefits information.
- Manage employee benefits programs and ensure compliance with regulations.
- Administer compensation and payroll programs and ensure accurate processing of payroll.
- Maintain Statutory Compliance as PF, ESIC, LWF, Gratuity.
- Reduced errors in payroll records by diligently reviewing and verifying employee information.

2021-09 -
2022-02

HR Intern

Muds management pvt ltd, Gurgaon

- Assisted with the recruitment process by conducting initial phone screens and scheduling interviews
- Conducted reference checks on prospective candidates
- Created job postings and placed them on various job boards and websites
- Provided support in developing and maintaining employee files, including onboarding paperwork and other documents.
- Coordinated scheduling of interviews between candidates and hiring managers, ensuring a smooth recruiting process for all parties involved.
- Supported HR team with the creation of comprehensive onboarding materials, improving employee retention rates.
- Processed payroll accurately and timely, ensuring all employees were compensated fairly for their work contributions.

Personal Information

- Total Experience: 3
- Industry: Consulting , Legal.
- Career Level: 3-5 years experience
- Willing To Relocate: Delhi NCR
- Date of Birth: 10/11/1999