

Shruti Baviskar

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Summary - MBA in a profession with HR Executive & Payroll Associate. Profession with Talent Acquisition. Worked across multiple streams such as payroll, compliance & recruitment. Knowledge about the ESIC, PF, workday, HR operations. Ability to handle versatile roles. Looking forward for HR, Development, Core HR, HR generalist, HR operations, Payroll payroll-related job activities to learn and use my best knowledge for the growth of the organization.

TECHNICAL SKILLS: Recruitment, Payroll, Onboarding, Microsoft Excel, Microsoft PowerPoint, Microsoft Word.

PROFESSIONAL EXPERIENCE

SHOBI Solution Pvt Ltd
HR & Payroll Associate

Pune, Maharashtra
September 2022 to Dec 2024

- Working in human resources, such as recruitment processes, payroll processing (Pf, ESIC, Gratuity, Bonus, Taxation), training, and development.
 - Managing and improving payroll operations. Experience in legal and compliance audits in payroll, such as income taxes, statutory social securities.
 - Detailed focus on quality, accuracy, and timeliness of payroll-related activities as assigned.
 - Work closely with other teams to ensure that the information received from business HR/finance teams are loaded and captured correctly in the payroll system.
 - Ability to handle susceptible and confidential information relating to payroll and HR activities. Ability to work with a sense of urgency when required and uphold deadlines. Work independently and with minimal supervision.
 - Handle Payroll & Administration that include reporting, Taxation, Garnishments, Data Management & quality control.
 - Responsible for Pre, Post, Approval and data integrity during payroll cycle. Abide by Regional Government Policy & Payroll guidelines while transacting on various payroll & benefits sub functions. Collect and share best practices and feedback for continuous process improvement.
 - Work with multiple data sources to analyze resolve and escalate potential discrepancies/mismatches that would impact payroll. Working closely with clients & local compliance partners.
 - Prepare timely Pay slips, tax sheets, Full and Final sheets & Annual payment summaries. Develop and drive action plans and root cause analysis reports for issues as required
 - Working with the on-site/local HR of different client teams to find any changes in the salary or other details in the candidate's offer form.
 - Coordination and Smooth Onboarding of New Employees. Letter Management – Appointment / Relieving Letter/Extension Letter/Addendum Letter
 - Consolidating Team Trackers, Master Data Every Week.
 - Resolved Queries From Vendor & Employees Over Calls And Coordinating With Vendors For Smooth Bgv To Onboard Candidates And Also Regarding The Salary Process.
 - Managing Reward, Recognition, Performance Appraisal And Employee Relations Programs For Employees
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Skills - MS Office (Excel, PowerPoint, Word), Greythr (Company Portal)

CA SAHIL BALANI AND CO JALGAON
Accountant

Jalgaon, Maharashtra
July 2022- August-22

- Tally
- GST
- MS-CIT
- ADVANCE EXCEL
- TALLY ERP
- TAXATION

AWARDS & ACHIEVEMENTS

- Certificate course in Tally ERP9(Release 6.2) from 2022 with “A+” Grade
- Standard chartered certification program in Employability skills

EDUCATION & OTHER

North Maharashtra University (KCES's Institute of Management & Research Business – MBA (Finance) 2019-2022

North Maharashtra University (ADV. Sitaram (Bababhau) Anandramji Baheti College) – BCOM – 2017 – 2019

LANGUAGES: Hindi, English & Marathi

INTERESTS: Painting, Sale paintings.