

PRIYA SINHA

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Curious, Enterprising & Trustworthy Professional, with an analytical bent of mind and a proven track record of stamping success in uncertainties & challenges. Developed a comprehensive strategy to manage Employee Lifecycle, Payroll Management, Finance & Accounts, Taxation, and People Management; targeting senior level assignments in HR Administration, Payroll Management and Finance & Accounts.

Location Preference: Pune



AREAS OF EXCELLENCE



HR Shared Services
Payroll & Statutory Compliance
Employee Lifecycle Management
Full & Final Settlement
Talent Acquisition & Recruitment
Employee Onboarding
Payroll Calendar Adherence
Time & Attendance Management
Finance & Accounts
Training & Knowledge Sharing
Team Building & Leadership



SOFT SKILLS



CAREER TIMELINE



PROFILE SUMMARY

- Dynamic career that reflects over 8 years of experience in managing “Hire to Retire” end to end **employee lifecycle services which include Payroll & Statutory Compliance, HR Administration**, Taxation, Employee Relations, Employee Engagement, and Stakeholder Management
- **Rich expertise in managing payroll processing functions** while designing, implementing and administering payroll policies & procedures to ensure accurate and timely compliance with statutory obligations
- **Approachable leader** with skills in bridging gap between managers & employees by resolving matters pertaining to performance & development plans, employee conduct, employee management issues, as well as policies
- **Expertise in Accounting, Indirect & Direct Taxation**, Auditing, Compliance, and highly skilled in summarizing and consolidating current financial status by collecting information pertaining to Taxation/Compliance
- **Established a strong track record in successfully acquiring top talent**, ensuring compliance and statutory regulations, conducting thorough HR and payroll audits
- **Spearheaded the successful implementation of an advanced HRIS/HRMS system**, including payroll software's such as Intellinet & Sage, to streamline and enhance HR process for improved efficiency
- **Proficient in meticulously** managing the preparation and processing of annual increments, conducting actuarial valuations, ensuring compliance with taxation requirements, and overseeing year-end activities



WORK EXPERIENCE

Sep'22- Present with Ernst & Young, Pune, India Advanced Tax Analyst

Key Result Areas:

- **Initiating and integrating tax planning opportunities**, monitoring issues and analyzing legislative proposals to maximize tax savings opportunities
- **Effectively contributes to the organization's financial health** while developing tax strategies and policies that help the client or business maintain compliance with local, state and federal tax laws and regulation
- **Developing tax strategies and policies** that help the client or business maintain compliance with local, state and federal tax laws and regulation
- **Steering Financial Management, Accounting, Taxes** & preparing state tax returns, estimating tax liabilities, managing extensions, creating e-file packages & posting M-adjustments
- **Monitoring accounting operations** pertaining to transactions, finalization of accounts & statements like trial balance, P&L account, balance sheet & various reconciliation statements

Nov'20 – Jan'22 with PwC, Kolkata Tax Associate

Key Result Areas:

- **Analyzed financial statements** & client documentation in determining appropriate tax treatment
- **Compiled and reviewed necessary accounting** and financial data to ensure accurate completion of the tax returns
- **Successfully prepared state tax returns**, created extensions, completed international forms (5471s), and posted M-adjustments



PREVIOUS WORK EXPERIENCE

Nov'18 - Dec'19 with KPMG, Bengaluru as Tax Associate

Key Result Areas:

- Coordinated the tax planning and management of assignments, identified and mitigated tax risks associated with business operations and transactions
- Prepared state tax returns, developed asset import templates, generated FAS reports, and processed qualified extensions

Jan'16 - Aug'18 with Deloitte, Hyderabad as Tax Consultant

Key Result Areas:

- Developed tax strategies to optimize client tax liabilities and identify opportunities for tax savings
- Prepared U.S. tax returns for corporations is vital for ensuring legal compliance, minimizing tax liabilities, and providing strategic insights for future tax planning
- Analyzed client financial data to provide tailored tax advice
- Reviewed balance sheet accounts and ensured integrity of all reported financial statements
- Prepared Deloitte compliance work papers (including posting M-adjustments), posted automated M-adjustments through Corptax Office, and completed tax returns—both pro forma and consolidated

Dec'13 - Dec'15 with TESCO, Bengaluru as Payroll Officer

Key Result Areas:

- Spearheaded complete payroll management for Tesco and handled employee lifecycle management including onboarding, joining process, leave attendance, full & final settlement, and exit management
- Led HR Onboarding, coordination & handling of all new hires, and managing the Confirmation process for all New Hires
- HR Operational responsibilities: Managed all pre-joining formalities and maintaining records of employee personnel files
- Administered end-to-end payroll functions for client; resolved queries in connection with payroll including tax planning
- Streamlined payroll processing procedures, resulting in improved accuracy and reduced processing time
- Collaborated with store and area managers on call to address finance-related queries**, resolved pay slip issues, assisted in updating staff timesheets, and validated bank, personal, and salary details for new starters before authorizing starter forms
- Managed employee queries & processed Reimbursements (LTA, Medical) & maintained leave tracker & Reimbursement tracker
- Provided help for resolving all HR related queries and ensuring compliance to TAT
- Drove HR operational efficiency through 100% compliance on TAT for various HR processes



EDUCATION & CREDENTIALS

2013	MBA in Finance & Marketing from Amity Bangalore, Karnataka
2011	BBA from Patna Women's College
2008	12 th Commerce from St. Joseph's Convent High School, Patna
2006	10 th (Science) from - St. Joseph's Convent High School - Patna



PERSONAL DETAILS

Date of Birth: 23rd September 1990

Address: A3 Tower, Flat No # 303 Kumar Prerna, Aundh Pune, 411007

Languages Known: English & Hindi