

Sheetal Mishra

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Professional Summary

Results-driven Payroll Leader with over 2 years of experience in managing large-scale payroll and finance operations, seeking a senior role to leverage my expertise in strategic planning, process optimization, and team leadership. Proven track record of driving efficiency, improving customer satisfaction, and developing high-performing teams. Skilled in payroll management, account reconciliation, GL integrations. Currently working at Wipro Limited, seeking a senior leadership role to utilize my skills and expertise to drive success.

Work Experience

08/2022 - Current

Analyst

WIPRO, Navi Mumbai , India

- Leading Off-Cycle team and process, ensuring smooth and accurate payroll operations.
- Handling daily Off-Cycle, Bi-Weekly and Semi-Monthly confirm activities.
- Conducting accounting reconciliation on a daily basis to maintain financial accuracy.
- Successfully tested and implemented HRX ASSIST for improved efficiency
- Running daily Off-Cycle, Bi-Weekly and Semi-Monthly payroll processing
- Handling defensive queries to ensure smooth payroll completion and settlement process
- Managing pre-payroll and post-payroll activities for seamless payroll operations
- Expertise in W2C corrections (full, partial, F1-F2 visa, and death)
- Handled LOA and special pay (Bonus, Termination payouts) as per requirements
- Executed mass reversals process for year-end payroll cleanup
- Handled overpayment accounts, including Receivable and Payable
- Audited and processed multiple service requests, including on-cycle and off-cycle inputs

02/2021 - 03/2022

Auditor and accountant

Bondwell Corporate Advisors Pvt Ltd, Mumbai , India

Key Responsibilities

- Conducted pre-audits to ensure accuracy and appropriateness of invoices, bills, and checks prior to payment
- Managed vendor relationships, maintained updated vendor profiles, and processed vendor payments
- Tracked expenses, processed expense reports, and prepared account analyses
- Maintained accurate and thorough files and documentation in accordance with company policy and accounting standards
- Performed financial and operational audits in accordance with internal audit programs
- Reviewed practices and records for compliance with internal policies and procedures
- Developed recommendations to improve internal controls, operating efficiency, and recordkeeping
- Reported audit findings and recommendations to management
- Conducted follow-up reviews and investigations of irregularities

Concurrent Auditor Experience

- Punjab National Bank and Union Bank of India
- Monitored financial transactions, reviewed records and documents, and verified compliance with policies and regulations
- Identified errors and discrepancies, and reported findings to management

Professional Development:

- Engaged in continuous knowledge development regarding industry rules, regulations, best practices, tools, techniques, and performance standards

Skills

- | | |
|-------------------|-----------------------|
| - Microsoft Excel | - Team Management |
| - Accounting | - Problem Solving |
| - Workday | - Process Improvement |
| - Peoplesoft | |
| - Communication | |

Education

07/2018 - 03/2021	Bachelor degree of commerce, <i>Guru nanak College of arts, commerce and science</i>, Mumbai
07/2017 - 05/2018	HSC , <i>Shree Guridutt Mittal Vidyalaya</i>, Mumbai
06/2015 - 03/2016	SSC, <i>Shree Gauridutt Mittal Vidyalaya</i> , Mumbai

Hobbies

- Dancing
- Animal Welfare
- Gaming
- Language Learning

Accomplishments

- Promoted from Associate to Analyst position in June 2024
- Received Shimmer Award for best performance twice a year
- Recognized on Wipro portal for successful client project launch

Languages**English:**

Fluent

Hindi:

Fluent