

Akshata Khandare Human Resource Executive

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📍 Pune, Maharashtra

📅 31/08/1996

Profile

As a skilled Payroll Executive with expertise in onboarding, HRIS preparation and validation, and payroll input collection and validation, I bring valuable contributions to the organization. With meticulous attention to detail, I ensure accurate and timely payroll calculations, and benefits administration. My proficiency in onboarding processes ensures seamless integration of new employees into the payroll system. Additionally, my experience in HRIS preparation and validation guarantees the accuracy and integrity of employee data. I excel in efficiently collecting and validating payroll inputs, ensuring precision and compliance. With a strong focus on data security and compliance, I prioritize safeguarding sensitive information. I am ready to leverage my expertise to streamline payroll operations and contribute to the organization's success as a dedicated Payroll Executive.

Professional Experience

Human Resource Payroll Executive

04/2022 – present | PUNE, India

Xpressbees Logistics Pvt. Ltd.

- Collecting and validating payroll inputs, such as timesheets and attendance records, Accurate payroll processing, including calculations and benefits administration.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- On-boarding new employees into the payroll system and setting up payroll accounts. Preparation and validation of HRIS (Human Resources information System) to ensure accurate employee data.
- Collaborating with cross-functional teams to resolve payroll-related issues and address employee inquiries.
- Streamlining payroll processes and identifying areas for efficiency improvement developed and implemented an on-boarding process that reduced the time required to set up new employees in the payroll system.
- Improved payroll accuracy by implementing validation checks, resulting in a reduction of payroll discrepancies.
- Successfully resolved complex payroll issues and inquiries, improving employee satisfaction and reducing payroll-related disputes.
- Maintaining accurate payroll records and employee data in the payroll system and generating payroll reports as required by management.
- Accurate and timely processing of contractual payroll for employees, including interns, trainees, and consultants.
- Timely and accurate processing of invoices, including verification, approval, and payment of vendors.

Human Resource Intern

05/2019 – 07/2019 | PUNE

SPES Manning Solutions Pvt. Ltd.

- Candidate sourcing, resume screening, and interview coordination.
- Assisting with applicant tracking system management and candidate communication.
- Supporting reference checks, recruitment documentation, and recruitment metrics analysis.

- Updating our internal databases with new employee information like contact details and employment forms.

Education

Master of Business Administration in Human Resource Management
Sinhgad Institute of Management, Pune

07/2018 – 2020 | Pune

Bachelor of Business Administration
Marathwada Mitra Mandal College Of Commerce, Pune

06/2014 – 2017 | Pune

H.S.C.
Dnyandeep Vidyamandir Highschool.Khed

2014 | Ratnagiri

S.S.C.
Dr. B. A. Highschool, Mandangad

2012 | Ratnagiri

Skills

Payroll Processing • Data Management • Administration and Attention to Detail • Collaborative • Analytical Skill • Problem Solving • Result Oriented • Technology Proficiency • Continuous Learning • Teamwork • Adaptability

Languages

English, Marathi, Hindi