

MANSI HARBOLA

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CAREER OBJECTIVE:

Detail-oriented Payroll Specialist with over 3 years of experience in Payroll Administration. Expertise in maintaining employee records, calculating wages, and ensuring compliance with relevant laws and regulations. Adept at using payroll software and handling payroll queries with accuracy and efficiency. Committed to delivering accurate and timely payroll services in a fast-paced environment.

EDUCATION QUALIFICATIONS:

Masters in Business Administration(HR)	Pursuing from UPRTOU, Allahabad.
Bachelors in Business Administration	UPRTOU ,Allahabad in 2023.
Diploma(Civil Engineering)	Uttarakhand Board of Technical Education, Roorkee in 2019
Senior Secondary	St. Xavier's College , Bareilly in 2016.
High School	St. Xavier's College , Bareilly in 2014.

Software Skill- AutoCAD ,Paymen ,Tally ,MS-Word ,MS-Excel.

WORKING EXPERIENCES:

STARTEK

As a Executive (Operations);

RESPONSIBILITIES:

- Responding to support case via mail and chats.
- Provide support to the questions and issue resolution via chat/email.
- Develop, maintain and manage customer relationships.
- Good analytical and problem-solving abilities
- Provide timely, efficient and accurate follow up to user questions or issues.
- Manage multiple tasks and prioritize work responsibilities while maintaining attention to details.

AIREF ENGINEERS PRIVATE LIMITED

As a HR Executive (Payroll);

RESPONSIBILITIES:

- Oversee payroll administration for over 500 employees, ensuring timely and accurate payroll processing.
- Track new hire paperwork for all employees. Ensure that Acknowledgements for Employee Handbooks are received from new hires in a timely manner and filed in respective employee's folders.
- Maintain active and terminated employee files.
- Handling all kinds of correspondence with the new employees in the organization such as appointment letters ,offer of appointment , salary certificates, joining reports, maintenance of personal files, original certificates of the employees, etc.
- Ensuring final settlements will process in a timely and accurate manner in accordance with company policies and guidelines.
- Maintaining employees salary ,payslip , leave and attendance records ,etc.
- Helping new employees in getting their PF withdrawal/transfer.
- Provide administrative support on the online system by keeping employee records up to date and accurate.
- Liaise with employees and external candidates to provide support where required and answer queries with regards to various issues such as payroll, benefits, paid time off, etc.

HR SKILLS:

- Managing break-up Salary of the new employees.
- Employee Record Maintenance.
- Payroll Processing.
- Wage Calculation.
- Joining Formalities.
- Attendance Management.
- ECR Return Filling.
- Employee Relations.
- Leave Management.
- ESI Returns.
- Performance Management.
- Gratuity and PF management.
- Comfortable with Paymen and Tally Software.

PERSONAL INFORMATION:

Date of Birth	10-Sept-1998
Father's Name	Mr. Lalit Mohan Harbola
Marital Status	Unmarried
Nationality	Indian
Address	Gurugram, Haryana
Religion	Hindu
Language	Hindi & English

Declaration

"I hereby declare that all the statements made herein are true to the best of my knowledge and beliefs".

Date
Place-Gurugram

Name
Mansi Harbola