

Seema Mishra

Faridabad, Haryana 121003

+91-8920270926

seema97mishra@gmail.com

Personal Details

Date of Birth: 1997-11-21

Eligible to work in: India

Highest Career Level: 6+ years' experience

Industry: Payroll

Total years of experience: 6+ years

Summary

Strategic Payroll professional with 6 + years of comprehensive payroll management, payroll administration design, payroll reporting, conversions, implementations, and audit compliance while promoting internal and external policies and procedures in accordance with regulatory guidelines in all areas of payroll practices.

Skills

- Excellent interpersonal skills: strong written communication skills, ability to communicate clearly and effectively across various levels in the organization
- Strong knowledge of payroll, timekeeping, Indian Income Tax laws
- Results oriented, strong sense of urgency, proactive and attention to detail
- Ability to effectively transfer knowledge and explain complex concepts
- Ability to prioritize and delegate tasks across multiple client engagements
- Good customer service and communication skills
- Professional client support skills
- Proficient in ADP Workforce, HROne, Vista V8 & Web payroll software systems.
- Ability to handle confidential information with discretion.
- Excellent attention to detail and accuracy in payroll processing.

Payroll Specialist

RateGain - Noida, Uttar Pradesh

April 2024 to Present

- Managing the end-to-end payroll processing functions.
- Working as a single point of contact to resolve the queries.
- Ensure accurate calculation of wages, tax withholdings, and deductions.
- Prepared payroll reports and reconciled payroll account monthly basis.
- Prepared some accounting reports
- Audit reports preparation.
- Taking care of Compliance & TDS as well.

Senior Payroll Consultant

Unecops Work Solutions Pvt. Ltd. - Noida, Uttar Pradesh

December 2020 to April 2024

- Managing the end-to-end payroll processing functions.
- Working as a single point of contact to resolve the queries.
- Ensure a discussion & agreement with the customers on monthly payroll planner
- Ensure benefits under all the relevant sections including employee's flexi payment & benefit as per the rules and regulation of income tax.
- Ensuring the retiral benefit payment like – leave encashment & gratuity paid during the settlement process.
- Ensure the delivery of Statutory challan like-PF & ESI as per the payment register
- eTDS return process & data reconciliation before generating the 27A & .fvu file.
- Ensure Q4 eTDS return data reconciliation – Q1 to Q4 deductee information is equal to the data provided

- in Q4 salary details.
- Online eTDS return correction on traces, PAN correction | salary details correction | deductee information correction.
- Proper control & management on investment proof validation during the FY closure
- Ensuring the maker & checker processes are adhered before the payroll report delivery to customer
- Provide Engagement Manager with status reports and keep them apprised of overall project status
- Identify and communicate continuous process improvements as identified in the normal performance of daily functional activities
- Provide feedback and suggestions on products, issues, processes and procedures to enhance efficiency and continuous improvement
- Provide guidance and best practice information regarding payroll business issues, researching state and other statutory requirements
- Develop and maintain effective verbal and written communication with all stakeholders
- Head count reconciliation along with new joiner & left employee's data. Assist in the checking of payroll data input, and monthly deadlines are adhered to.
- Customers meeting on ongoing challenges or challenges occurred during the monthly payroll.
- Continually upgrading knowledge and skill base relating to new product rollouts, existing products and statutory/legislative changes
- Respond professionally and timely to client incoming phone calls, web inquiries, emails, investigate, research & analyze and test outcomes in order to resolve client queries or problems correctly
- Continue to update knowledge through a wide variety of available resources to ensure familiarity on appropriate statutory laws or legislative rulings that impact clients
- Proper tracking of team activity and ensure the progress on delivery quality.

Sr. Exec. Service & Support

Minerva Technologies - Delhi, Delhi January 2018 to December 2020

- Data Entry in Payroll Software.
- Maintaining time and Attendance records.
- Entering New hires into the payroll system.
- Statutory deductions like PF, PT, ESI, TDS in Payroll are made as per the statutory guidelines.
- Manage the certain time bound process and ensure validation of data i.e. Notice period payment/ deduction, Leave encashment, Gratuity payment, Investments declaration etc.
- Worked as a single point of contact to resolve queries.
- Providing technical support and advice in the maintenance and support of the company payroll systems encompassing areas such as salary and wage payments, deductions, and related areas.
- Managing employee's self-service.

Education

Master's degree in Commerce

Indira Gandhi National Open University (IGNOU) - Delhi, Delhi January 2021 to 2023

Bachelor's degree in Commerce

School of Open Learning (Delhi University) - Delhi, Delhi April 2016 to March 2019

12th Pass in accounting

Govt. Girls Sr. Sec. School - Badarpur, New Delhi April 2015 to March 2016

10th Pass in General Studies

Sarvodaya Kanya Vidyalaya - New Delhi, Delhi April 2013 to March 2015