

Manjushri Babar

Chinchwad, Pune

Mob: +91 7218457957

Email: manjushree.babar33@gmail.com

Professional Summary

Results-driven payroll specialist with extensive experience in end-to-end payroll management, regulatory compliance, and HR administration. Over seven years of demonstrated expertise in managing payroll for large teams, optimizing HRMS systems, and ensuring precise employee compensation. Recognized for accuracy, efficiency, and a strong understanding of payroll laws, as well as an ability to handle confidential information with the utmost integrity.

Professional Experience**Tuskar Manuf**

Senior Payroll Processor & HR Administrator

Chinchwad, Pune

2017 - Present

- **Comprehensive Payroll Management:** Accurately process payroll for a diverse employee base, including calculations for regular pay, overtime, incentives, and deductions. Manage the entire payroll cycle from data collection to final payout, ensuring error-free and on-time payroll.
- **Payroll Reporting & Analysis:** Generate and review payroll reports to ensure accuracy and identify cost-saving opportunities. Provide monthly, quarterly, and annual payroll data for management and audit purposes.
- **Automation & System Efficiency:** Leverage HRMS and payroll software to streamline payroll processing, reduce manual work, and improve data accuracy. Regularly update employee information in HRMS to maintain current records.
- **Employee Query Resolution:** Act as the main point of contact for payroll-related queries, addressing issues regarding payslips, deductions, tax calculations, and leave balances with professionalism and timeliness.
- **Process Improvement:** Proactively identify and implement process improvements in payroll management, reducing processing times and enhancing accuracy. Involve in HR work to streamline onboarding, offboarding, and data entry for payroll integration.
- **Event Organization & Employee Engagement:** Plan and execute company events that encourage team bonding and employee engagement, boosting workplace morale.

Mega Recruitments Pvt. Ltd.

HR & Payroll Assistant

2010 - 2011

- Supported payroll processing by assisting in data entry, document verification, and payroll record management.

- Coordinated with the HR team for employee data collection and payroll adjustments, contributing to efficient payroll cycles.
-

Education

- **Bachelor of Science (B.Sc.)**
-

Core Skills

- **Payroll Processing:** Expertise in full-cycle payroll, including salary, bonus, overtime, and other compensation types.
 - **HRMS & Payroll Systems:** Skilled in utilizing HRMS platforms and payroll software for accurate data management and reporting.
 - **Employee Relations:** Ability to handle confidential payroll queries and maintain positive relationships with employees.
 - **Data Accuracy & Reporting:** Strong attention to detail for data entry, payroll calculations, and report generation.
 - **Process Improvement:** Experienced in identifying process gaps and implementing solutions for streamlined operations.
 - **Event Coordination:** Capable of organizing corporate events, enhancing team morale and engagement.
-

Personal Details

- **Name:** Manjushri Babar
- **Location:** Chinchwad, Pune
- **Contact:** +91 7218457957
- **Email:** manjushree.babar33@gmail.com