



Shrutika Nalawade

Payroll Executive

CONTACT

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Email

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Address

746 Shurkrawar Peth, Nehru Chowk,
Pune -411002

Skill

- Payroll Processing & Administration
- Compliance & Tax
- Payroll Software (GreytHR, HIVE Payroll, etc.)
- Employee Benefits & Deduction
- Salary Reconciliation
- Time & Attendance Management
- HR & Finance Coordination

Language

- English
- Marathi
- Hindi

Experience

Dec 2022- Present

Company Name | Greenticker Financial Services

Payroll Management

- Process payroll for employees, ensuring timely and accurate salary disbursement.
- Manage payroll deductions, benefits, bonuses, and incentive calculations.
- Ensure compliance with tax regulations, labor laws, and company policies.
- Maintain payroll records, generate reports.
- Address employee queries related to payroll, taxation, and deductions.
- Collaborate with HR and Finance teams to streamline payroll operations.
- Manage attendance for employees.

Oct 2021 -Nov 2022

Company Name | Siddhi Consultancy

CA Firm/Consultant

- Income Tax Return Filing
- TDS Return Filing
- Accounting
- Basic knowledge of Income Tax

2019 to Sept 2021

Company Name | B.S.Chougule

Auditor/Consultant

- Accounting
- Co - operative Society Audit

Education

Completed in 2020

Savitribai Phule Pune University

Bachelor of Commerce

Completed in 2017

Maharashtra Board
HSC

Completed in 2015

Maharashtra Board
SSC