

# AKANKSHA DESAI

## CONTACT

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## EDUCATION

**MBA FINANCE • JUNE 2017**  
PUNE UNIVERSITY (SINHGAD  
COLLEGE)

**B. COM • JUNE 2015**  
PUNE UNIVERSITY (GARWARE  
COLLEGE)

## KEY SKILLS

Payroll Management  
Multi- State payroll  
Teamwork  
Attention to details  
Problem-solving  
Multitasking capacity  
Timekeeping management

## INTERESTS

Listening Music  
Playing badminton

## PERSONAL DETAILS

Father's Name: Arun Desai  
Date of Birth: 18th January 1995  
Gender: Female  
Marital Status: Married

## PROFESSIONAL SUMMARY

To obtain the position of a Payroll Specialist with a view to utilize my skills and experience towards professional growth and development in a prestigious organization. To pursue a challenging position in a progressing and dynamic organization that allows me to apply and enhance my knowledge. In-depth knowledge of the principles and techniques of payroll preparation.

## EXPERIENCE

Payroll Executive (Pay square HR services Pvt Ltd)  
May 2017-January 2020

- Dedicated to completing all payroll tasks with perfect precision and efficiency
- Preparing monthly payroll of employees using Ascent software
- Designing of CTC break-up of gross salary
- Handling & processing data in payroll software
- Streamlined Payroll processes to ensure timely and accurate payroll processing
- Process end-to-end payrolls including accurate salary data entry, revised or changes in inputs, employee data maintenance and reconciliation of salary data and issues
- Completing monthly reports, variance reports, manpower, Bank Files and MIS on time as committed to clients
- Maintaining files of all hard copies/soft copies of inputs and reimbursements, IT declaration and actual investment proofs
- Prepare monthly attendance, updating new joiner, resigned, including verification of input/output
- Responsibility of query solving related to salary, income tax and proof of investment
- Quarterly Filling of TDS Returns (92B)
- Preparation & verification of Form-16
- Management of Leave Balances & records
- TDS & Tax Planning
- Clarify the Employee various issues
- Relieving procedures, Full & Final Settlements
- Ability to deal with sensitive and confidential information
- Knowledge of Flexi baskets and their logics
- Good Command on MS outlook and MS Excel

## SUMMARY OF EXPERIENCE

- In-depth knowledge of the principles and techniques of payroll preparation
- Knowledge of payroll reconciliation, tracking and reporting
- Exceptional ability to work in a team environment
- Good communication skills and has the potential to work independently, prioritize projects, and meet deadlines
- Knowledge of statutory compliances like PF, ESIC, PT, LWF, Income Tax
- Managed HR Functions related to Employee Tax Administration, Leave management

Senior Payroll Executive (SKP Corporate Services Pvt Ltd)

January 2020-May 2020

- Monthly Payroll Processing, MIS Reporting
- Relieving procedures, Full & Final Settlement
- Clarify the Employee Grievance and various issues
- Managed Payroll Attendance, leave management, Joining and Exit Formalities.
- Knowledge of Investment Declaration & Actual Investment Knowledge of Reimbursement part.
- FNF reports with Accurate Gratuity & leave encashment calculation

Senior Payroll Executive (Top source Infotech solutions Pvt Ltd)

March 2021 to till date

- Handling Payroll, Statutory Compliance, and TDS of a large volume of employees in the last four years.
- Monthly PT payments & returns
- Preparing MLWF challan & payment, returns
- Process end-to-end payrolls including accurate salary data entry, revised or changes in inputs, employee data maintenance and reconciliation of salary data and issues
- Quarterly Filling of TDS Returns (92B) & revise ETDS returns on traces. Traces PAN Change & Gross, TDS Corrections
- Preparation & verification of Form-16
- Management of leave balance and their leave records
- FNF reports with Accurate Gratuity & leave encashment calculation
- Good Command on MS outlook and MS Excel
- Prepare Statutory Compliance Reports like PF, PT, ESIC & MLWF
- Solving Employees Help Desk queries related to salary
- Finance, Loan, Salary Advance, Bonus calculations

## DISCLAIMER

I do hereby declare that all the above information furnished by me is true to the best of my knowledge.