

MOUMITA SAHA DEY

HR Operations / Payroll Analysis

Actively pursuing opportunities in **Human Resource Operations / Finance and Accounting (Payroll Analyst)** with a well-established organization, preferably in Bangalore, to utilize expertise and contribute to the company's success.

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Profile Summary

- Offering **12.5 years** of experience in HR operations and payroll management, with a strong focus on payroll accounting and finance
- Currently contributing as Assistant Manager - HR Operations/Lead Payroll at Daimler Truck Innovation Center, Bengaluru; managing HR operations, leading payroll processes, and supervising the employee lifecycle
- Skilled in maintaining a peaceful and amicable environment in the organization, implementing measures for the benefit of employees, and managing all labor-related issues
- Recognized for showcasing excellence in performance and received appreciation from the senior management
- Showcased acumen in developing and integrating new workers, retaining current workers, and attracting highly skilled workers
- Proficient in managing all labour related issues from settling disputes, handling disciplinary actions to formulating policies related to leave, concessions, conveyance
- Proven skills in managing and defining competitive salaries, promotions, and transitions

Education & Credentials

- 2009: MBA (Finance & Marketing) from KIIT School of Management, Bhubaneswar
- 2007: B.Com. (Finance) from Seth Anandram Jaipuria College, Kolkata

Other Courses:

- NCFM Exam-Financial Markets: A Beginners' Module, 2008

Technical Skills

- Proficient in administering payroll and workflow to ensure timely and accurate payroll processing
- Extensive knowledge of policies, procedures, and regulations related to payroll operations and computerized payroll systems
- Experience in performance management, appraisal processes, and rewards and career growth
- Strong expertise in collecting and analyzing data for superannuation and monitoring EPFO accounts
- Skilled in using MS Office 365 (Word, Excel, PowerPoint) and Outlook, PeopleSoft (HRMS), Kronos, and Workday

Career Timeline



Core Competencies

Payroll Management	HR Management
Strategy Planning	Auditing & Statutory Compliance
Performance Management	Vendor Management/ Negotiation
Reporting & Analytics	Process Improvement
Team Management	Employee Lifecycle

Achievement

Received Special Recognition Award in Jun'19 for consistently going above and beyond in delivering high-quality payroll services and ensuring employee satisfaction

Work Experience

Jun'22 – Present with Daimler Truck Innovation Center, Bengaluru as Assistant Manager - HR Operations / Lead Payroll

Key Result Areas:

- Directing and administering HR operations, ensuring smooth and efficient payroll processes and seamless HR operations
- Managing and ensuring compliance with all statutory requirements and government guidelines, including the tracking of labor compliance using the Legatrix tool
- Supervising evaluation and management of vendors, as well as the reconciliation of invoices for payment
- Collaborating on projects involving compensation restructuring, benefits programs, and the enhancement of reports
- Partnering with developers to integrate data and implement automation initiatives
- Performing HR audits and analyzing attrition rates for comprehensive review
- Establishing a payroll and exit help desk to effectively address employee queries and resolve issues
- Facilitating induction sessions for new hires and managing all aspects of the onboarding process
- Offering strategic insights and recommendations to the functional management team
- Fostering and nurturing strong relationships with key stakeholders

Sep'17 – Apr'22 with Caterpillar India Pvt. Ltd., Bengaluru as Accounts Analyst

Key Result Areas:

- Managed India and ISE payroll and intercompany transfer payroll and taxation, bank uploads and payments for salaries and final settlements
- Validated payroll processed by payroll accountants and ensured error-free payroll
- Developed reports and dashboards as per requirements
- Ensured data security and compliance with statutory requirements
- Spearheaded Indian payroll administration, including compensation, PF, ESIC, TDS, and ex-gratia
- Consolidated reconciliation reports for PF, ESIC, NPS, and net salary
- Prepared actuarial reports, STIP calculations, and bank reconciliations
- Filed 24Q returns, verified investment proofs, and provided tax exemptions
- Led payroll migration and implementation of new software
- Managed provisions for future payments and diligently tracked loans and salary advances
- Supervised payroll accounting, recorded journal entries, and conducted reconciliations
- Provided comprehensive support through the payroll help desk, addressed employee queries and resolved issues
- Facilitated informative induction sessions for new employees, covering payroll and taxation aspects

Previous Experience

Apr'15 – Sep'17 with Tasc Business Solution Pvt. Ltd., Bengaluru as Payroll Executive

Aug'12 – May'13 with Medica Super Specialty Hospital Pvt. Ltd., Kolkata as Executive HR - Payroll

Jul'11 – Apr'12 with Timken Engineering & Research (I) Pvt. Ltd., Bengaluru as Associate - Payroll

Mar'09 – Jun'11 with Outsource Partners International (EXL), Bengaluru as Payroll Process Associate - KPMG Project



Personal Details

Date of Birth: 4th February 1986

Present Address: New Apartments, Flat No. 9C, Siddhareddy Gali, Kudlu Main Road, Bengaluru – 560068, Karnataka

Permanent Address: 22/1 Balaram Ghosh Street, Kolkata – 700004, West Bengal

Languages Known: English, Bengali and Hindi