# 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

# **Core Competencies**

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

#### Career Timeline



## Work Experience

#### Jun'22 - Present with Daimler Truck Innovation Center, Bengaluru as Assistant Manager - HR Operations / Lead Payroll **Kev Result Areas:**

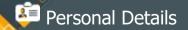
- Directing and administering HR operations, ensuring smooth and efficient payroll processes and seamless HR operations
- Managing and ensuring compliance with all statutory requirements and government guidelines, including the tracking of labor compliance using the Legatrix tool
  - Supervising evaluation and management of vendors, as well as the reconciliation of invoices for payment
- O Collaborating on projects involving compensation restructuring, benefits programs, and the enhancement of reports
- O 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
- O 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
- O Ensured data security and compliance with statutory requirements
- O Spearheaded Indian payroll administration, including compensation, PF, ESIC, TDS, and ex-gratia
- 0 Consolidated reconciliation reports for PF, ESIC, NPS, and net salary
- O Prepared actuarial reports, STIP calculations, and bank reconciliations
- O Filed 24Q returns, verified investment proofs, and provided tax exemptions
- Led payroll migration and implementation of new software
- O Managed provisions for future payments and diligently tracked loans and salary advances
- O Supervised payroll accounting, recorded journal entries, and conducted reconciliations
- O Provided comprehensive support through the payroll help desk, addressed employee gueries 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



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



