

ARPITA APARAJITA

Payroll Analyst

I am a proactive person, always eager to learn new skills and also improve upon the existing ones. Very creative, good at solving problems and also great at teamwork. I am passionate about arts and technology fields along with keeping myself up to date on the current changes to financial regulations of the country. Taking the company needs with ultimate priority with high level of self-motivation.

EDUCATION

- **Master's degree in finance & HR – [2013]**
Regional College of Management, Bhubaneswar, Odisha
- **Bachelor's degree in commerce – [2011]**
BJB College, Bhubaneswar, Odisha

WORK EXPERIENCE

VMware Software India Pvt Ltd – [May 2022 – till now] Payroll Analyst

Currently working with VMware Software India Pvt. Ltd. (Client) as payroll analyst, managing payroll for the employees of VMware in EMEA (Hungary, Turkey, and Nigeria) region. The key responsibilities include.

- Collate information from multiple internal teams to process the payroll for employees and sharing to the payroll providers like ADP and TMF
- Initiate payments for regular salary and statutory payments.
- Accounting of payroll and PTO JEs in SAP.
- Posting payroll accrual Journal entries in SAP
- Reconcile SOX, PTO, and balance sheet as part of monthly activities.
- Taking care of employee queries via HelpNow+ ticketing system.
- Payroll review for EMEA countries Armenia, Finland, and Czechia.
- Data collection and verification for all countries with VMware locations for documentation and validation with the local laws of the country.
- Documenting and updating Payroll processes for ease of operation and also to ensure any change to the employee benefits are incorporated to payroll process.

CONTACTS

+91 96325 69966

@ Aparajita.arpita1@gmail.com

Begur, Bengaluru - 560068,
INDIA

INTERESTS

- ◆ Reading
- ◆ Traveling
- ◆ Home Décor
- ◆ Dance

LANGUAGES

- ◆ English (9/10)
- ◆ Hindi (8/10)
- ◆ Odia (9/10)

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Sanjay SP Gupta & Associates – [Apr 2017 – May 2022]

Account and Payroll Analyst

Worked as a consultant appointed by the firm for its clients with responsibility to manage and maintain the books of accounts. During this tenure, my responsibilities included.

- Expense booking.
- Invoice recording and invoice raising.
- Recording, uploading and reconciling bank statements.
- TDS computation, GSTR 3B and GSTR1 computation.
- PT and PF Returns.
- Markup calculation for Invoicing (Cost + Markup)
- Payroll processing
 - Preparation of salary statement.
 - Review attendance and leaves availed.
 - Addition and deletion of employee information to the employee database.
- Individual IT calculation.

SKILLS

- Experience in Workday, SAP and HelpNow+ platforms.
- Invoice recording and invoice raising.
- Recording, uploading and reconciling bank statements.
- TDS computation, GSTR 3B and GSTR1 computation.
- PT and PF Returns.
- Experience with ADP and TMF (Payroll providers)
- Payroll processing
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