



## ANKITA ANAND

~ Mid-level Professional ~



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### **Certified HR Generalist -HRCI & SHRM**

#### Profile Summary

#### Personal Details

**Date of Birth:** 4<sup>th</sup> July 1990

**Languages Known:** English, Hindi

**Address:** Sec-46, Residency Greens,  
Gurgaon, Haryana, 122001

#### Key Impact Areas

- Stack holder activity
- Digital Finance
- FULL & FINAL SETTLEMENT
- Collection of Payroll Inputs
- NPS handling
- Solve TAX-related query.
- Reconciliation CASH N BANK.
- MS Office/MS EXCEL/POWERPOINT.
- Tally ERP 9.0.
- PO - Purchase Orders
- Workday

#### Academic Details

- **SAP HANA – PURSUING (CEPTA )2024**
- **HR GENERALIST 6 MONTH (PROTOUCH) (2023)**
- **POSH TRAINING - PROTOUCH 2023**
- **BBA in finance from PUNJAB TECHNICAL UNIVERSITY in 2011.**
- **Higher Secondary Examination, 2007(Commerce).**

- Reconciling bank records, identifying trends to be addressed, investigating potential issues, resolving discrepancies, and providing recommendations to reduce financial risk.
- Handle a sizable base of payroll customers on all products, including check endorsement, tax pay, and pay link direct deposit reporting to attain customer payroll, human resources, and staff benefit requirements
- Organize all human resources payroll-affiliated data fundamental to process and attain appointment agenda.
- Process payroll for the organization on an Internet-based platform every week
- Secure time sheets, certify accuracy, and prepare them within organized time limits.
- Processing salary changes for raises and new employees
- Verify employee information, such as address, phone number, and Social Security information.
- Benefits enrolment for employees using company health insurance
- Provide support and maintenance to the existing MIS system
- Generate and distribute management reports in an accurate and timely manner
- Develop MIS documentation to allow smooth operation and easy system maintenance
- Able to work in a team and produce quality output under tight deadlines
- Generate both periodic and ad hoc reports as needed.

## Work Experience

### Human Resource-Payroll India FTC, FIDELITY INTERNATIONAL (GURGAON) (20th March- 19th Jan. 2024)

#### Highlights:

- Full and final settlement of employee.
- Collecting payroll inputs.
- Ensuring Employee Benefits including Employee reimbursements per income tax rules and regulations.
- Onboarding new employees.
- Work on Cost sheet and Gratuity report.
- Keep all pay records confidential
- Investigate, resolve, and identify discrepancies in payroll records and employee timesheets
- Adhere to all payroll policies
- Handle changes in job status, job titles, and exemptions
- Answer questions from staff about wages, attendance, time records, and deductions
- Coordinate requests for leave and other absences
- Compute employee take-home pay based on taxes, benefits, and time records
- Maintain payroll processing system and records
- Process the company payroll every payment period
- Solve tax-related queries and other benefits provided by the company, form 16 on the ASK HR portal.
- NPS account handling of employees.

#### Award & Recognitions

- People Spot Award July 2023(Fidelity International)

### Credit Operation Officers at RBL BANK (Head Office)

#### Highlights:

- Handle work allocation and error check of their work.
- Make MIS reports on a daily basis.
- STACK HOLDER Responsibility.
- Work on the account transfer process.
- Work on the account closure process.
- Team management.
- Mailbox handling.
- Work On CRM for audit reports and other customer data.
- Work on Vision Plus for customer details and transaction details.
- Work on the reversal process.

Nov. 2021 – June 2022, Gurgaon

### MIS Executive in Treasure Vase Ventures Pvt. Ltd, Smart E

#### Highlights:

- Handle day-to-day report
- Work on MIS for Digital & Operational basis Prepare Purchase Order
- Prepare Revenue Sheet
- Cash Reconciliation and Ledger Reconciliation.
- Full ownership of the hub-wise digital collection and make revenue reports based on their collection report (weekly, monthly).
- INVOICE knowledge.

Jan. 2019 – 15<sup>TH</sup> Jan. 2021 Gurgaon

## **Skills**

- **Accounting skills**
- **Bookkeeping skills**
- **Record-keeping skills**
- **Ability to work on tight deadlines**
- **Sound decision-making skills**
- **Able to follow instructions well**
- **Familiar with payroll software**
- **Competent with spreadsheets**
- **Able to work easily without supervision**
- **Able to communicate well with other employees**
- **Data entry**
- **Good computer and typing skills**
- **Able to stay organized**
- **Great attention to detail**

## **Academic Details**

- **HR GENERALIST, (PROTOUCH) (2023)**
- **POSH TRAINING -PROTOUCH 2023**
- **BBA- Finance from PUNJAB TECHNICAL UNIVERSITY in 2011.**
- **Higher Secondary Examination, 2007(Commerce).**

## **Certifications**

- **Completed 3 Months of training in Tally**
- **Completed 1-year training in 'O' Level**
- **Completed 13 hours of training in Tableau.**
- **HR- PAYROLL (2 HOURS) Certification.**

## **Strengths:**

- **Creativity:**
- **Perseverance, Determination, and Punctuality – To fulfill my short- and long-term goals**
- **Happy-to-go attitude – To build friends (amongst colleagues) and have a positive work environment**
- **Quick & Good Learner – Helps me to learn new things easily.**

