



ANKITA ANAND

~ Mid-level Professional ~



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Certified HR Generalist -HRCI & SHRM

Profile Summary

Personal Details

Date of Birth: 4th 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

- 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.

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).**

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 – 15TH 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.**

