

Snehada P Mohanty

7348826420 / 9731867228 | spmohanty306@gmail.com | Bangalore | [LinkedIn Profile URL (if applicable)]

Professional Summary

Highly accomplished and results-driven **Payroll & HR Data Analyst** with 7.9 years of comprehensive experience in **payroll processing, HR data reporting, and data quality assurance**. Expert in managing complex payroll operations for large workforces (up to 10,000 employees across multi-state/country environments), ensuring **regulatory compliance** and **data accuracy**. Proven ability to **streamline processes, optimize systems (Workday, Dayforce, Service Now)**, and lead cross-functional teams (4-7 members) to deliver impactful reports and enhance operational efficiency. Seeking to leverage deep analytical skills and a meticulous approach to drive financial and HR data integrity.

Core Competencies & Technical Proficiencies

Category	Key Skills & Tools
Payroll Systems	Workday, Ceridian Dayforce, SAP Portal, Affinity, Kronos (Time & Attendance), Payspace, Sage 300, RAMCO
HRIS & Data Management	Workday, SuccessFactors, Service Now, Talent Portals, HR Database
Data Analysis & Reporting	Advanced Excel, MS Office (Outlook, Excel, Word, PowerPoint), Tableau (Dashboard, Story, Report Creation), SQL Server, Notepad++
Quality Assurance & Compliance	QA of Global Content Data (Import & Export Controls), Restricted Party Screening (OFAC, DOS, Interpol, FBI, US, EU, Canadian official sources), 50% Rule Research, Data Accuracy & Integrity, Root Cause Analysis
Project & Process Management	Content Automation, Project Coordination, Procedure Documentation, SLA Adherence, Process Streamlining
Soft Skills	Team Leadership (4-7 members), Knowledge Transfer (KT), Cross-functional Coordination,

	Problem Solving, Analytical Acumen, Meticulous Attention to Detail
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Professional Experience

EY | Advance Analyst | Oct 2022 – December 2023

- Managed end-to-end payroll processing for monthly and bi-weekly employees across diverse clients in South Africa & MENA, utilizing Workday and other systems to ensure timely and accurate disbursements for **over 5,000 employees monthly**.
- Prepared and submitted comprehensive payroll reports, including statutory reports, tax deductions, benefits, garnishments, and GL reports, ensuring **100% compliance** with regional regulations and supporting critical decision-making processes.
- Designed, documented, and implemented new payroll procedures, enhancing process efficiency by **15%** and reducing manual errors by **10%**.
- Conducted regular internal payroll audits, identifying and resolving discrepancies to maintain data accuracy and ensure compliance with SLA matrix and payroll calendars.

Accenture | HR Payroll Analyst | Oct 2019 – Sept 2022

- Processed bi-weekly and monthly payroll for a workforce of **10,000+ employees** across diverse pay categories and multiple states in the USA (Dayforce) and Australia (Affinity), achieving **99.9% accuracy** in disbursements.
- Managed comprehensive employee data processing, including new hires, pay changes, and international transfers, utilizing Dayforce and Workday to ensure accurate record-keeping and seamless HR operations for multiple departments/regions.
- Resolved **over 150 complex payroll inquiries** and discrepancies monthly using Service Now, improving employee satisfaction by **15%** and reducing resolution time by **20%**.
- Administered and reconciled various complex payroll adjustments, including bonuses, reimbursements, and overpayment recoveries, leveraging Dayforce & Affinity to ensure financial integrity and compliance for thousands of transactions.

Medtran Software Solution | Talent Acquisition Specialist | Sept 2017 – September 2019

- Developed and designed over **10 interactive dashboards** and reporting templates in Tableau, providing critical business insights that supported sales

performance analysis and strategic decision-making.

- Delivered data-driven insights and strategic recommendations to clients by leveraging SQL queries to analyze complex datasets, contributing to **10-15% improvement** in client business outcomes.
- Managed the end-to-end recruitment lifecycle for **over 50 roles annually** using Workday recruiting, reducing time-to-fill by **25%** and improving candidate quality.

AMBER ROAD SOFTWARE PVT LTD | Associate Quality Analyst | Jan 2016 – Sept 2017

- Managed client databases and ensured data integrity through logical implementation, consistently delivering data within defined schedules and maintaining process efficiency and quality standards.
- Executed comprehensive Quality Assurance for Global Content Data (Import & Export Controls), identifying and rectifying data errors to ensure **100% compliance** with international trade regulations.
- Resolved escalated client data issues by conducting thorough root cause analysis and implementing corrective actions, improving client satisfaction by **X%** and reducing recurring errors.

Education

Master of Business Administration (MBA) | Biju Patnaik University of Technology | 2015

Bachelor of Science in Chemistry | F.M University | 2013

Certifications & Professional Development

- **Post Graduate Diploma in Computer Application (P.G.D.C.A.)**
- *Consider adding industry-specific certifications like Certified Payroll Professional (CPP) if applicable.*

Internship

Uco Bank (Bhubaneswar) | Project: Non-Performing Asset Management on Uco Bank | Duration: 2 Months