

Oorja Mehra

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Authorized to work in the US for any employer

Work Experience

HR/Payroll Associate

Olin Business School - St. Louis, MO

February 2021 to Present

- Enters and maintains all faculty, staff, student HRMS data for multiple assigned departments. This includes monitoring and tracking relevant job data, contract data, sourcing information, as well as maintaining leaves, breaks in service, and terminations. Also includes posting job openings, helping departments manage searches in the search system of record, and onboarding new employees.
- Includes oversight of pay-cycles and meet all payroll deadlines (MON, BWK, and STP) for all of Olin Business School (over 2,000 employees). Reviews time and labor activities for each pay cycle. Ensures employees are paid accurately, timely, appropriately and sourced to proper funding sources in compliance with policy and regulations. Processes payroll cost transfers as necessary to resolve payroll allocation problems. Audit time reporting and ensure proper data entry for absence management and short-term disability.
- Works with Graduate School to ensure graduate students supported by assigned departments are processed accurately and timely in accordance with Graduate School guidelines.
- Works with the departmental Manager of HR and Payroll and the other department payroll coordinators to cover workflow and tasks for cross-coverage as needed; work with Manager on auditing and correcting errors across the department dataset.
- Coordinates Federal Work Study funds for student workers in partnership with Students Financial Services and Sponsored Projects Accounting for assigned departments.
- Works with OISS to assist foreign faculty, post docs, graduate students, and undergraduate students to ensure accuracy of federal documents used for Form I9 purposes.
- Other duties as assigned.

HR and Payroll Assistant

Better Healthcare - Mahopac, NY

June 2019 to January 2021

- Paychex Payroll Processing
- Employee benefits management
- QuickBooks

- Invoicing and billing
- General office management duties
- Recruiting and hiring processes
- Employee medical and professional credentials management
- Benefits enrollment and maintenance
- Organization and updating of office systems and processes
- Optimizing day to day HR and Accounting functions

Operations Manager

Taziki's Mediterranean Cafe - Tampa, FL

August 2016 to June 2019

- Hiring and training for employees and managers
- Marketing (online and face-to-face)
- Catering (procuring and carrying out orders)
- Events planning
- Scheduling, inventory, weekly financial reports, administrative paperwork
- Opening and closing procedures
- Shift management
- Conflict resolution
- Customer service and complaints management
- Project Management

Child Care Associate

Murch Extended Day - Washington, DC

October 2014 to April 2016

- Oversee and supervise activities for groups of 20+ students
- Homework help in Math, English and History
- Organize organic snacks menu for children, taking dietary restrictions and special diets into account
- Prepare and distribute healthy organic snacks for children

Education

Bachelor's degree in Literature

American University - Washington, DC

May 2016

High school diploma or GED

Mahopac High School

May 2011

Skills

- Human Resources
- Paychex
- Recruiting
- General Ledger Accounting

- Payroll
- Workers' Compensation
- Microsoft Office
- QuickBooks
- Payroll Management
- Event Planning
- Inventory Control
- Scheduling
- Social Media Management
- Writing Skills
- Written Communication
- Cooking
- Computer Literacy
- Conflict Management
- Conflict Resolution
- Editing
- Hindi
- Food Service
- Accounts Payable
- Office Management
- Journal Entries
- Workday (Less than 1 year)

Assessments

HR: Compensation & benefits — Familiar

November 2021

Knowledge of compensation and benefits programs

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.