

# Pradeep Gupta

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## SUMMARY

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HR Operations Specialist with 3.6+ years of specialized experience in managing end-to-end HR Operations, full-cycle Payroll Coordination, and rigorous Statutory Compliance (EPF/ESIC). Proven ability to support an employee base of 250+ individuals through all lifecycle stages. Proficient in HRIS platforms like GreytHR and Zoho Payroll, focusing on data integrity, audit preparation, and delivering responsive employee support. Seeking to leverage expertise in compliance and HR systems in a challenging Payroll or HR Operations role.

## EXPERIENCE

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### Sr. Human Resource Executive

Cedcoss Technologies Pvt Ltd

March 2022 - Present, Lucknow

- Coordinated end-to-end onboarding, employee documentation, and biometric attendance setup using ESSL.
- Executed monthly payroll inputs for 250+ employees using GreytHR; validated attendance and leave data to ensure 100% accuracy in salary disbursement and compliance
- Successfully executed monthly EPF and ESIC challan generation and portal filings for 3.6 years, maintaining zero compliance penalties
- Served as the primary point of contact for 250+ employee queries related to PF/ESIC claims, resolving issues with an average response time of <24 hours
- Oversaw the full exit process including full and final settlements, data archival, and portal updates.
- Responded to BGV verification requests for ex-employees while maintaining compliance timelines.
- Supported regular internal and external audits, and maintained labor law-related documentation.
- Ensured HRIS data accuracy and streamlined data flow between systems for compliance reporting.
- Maintained secure access credentials and supported system role management for employees.
- Played a key role in compliance checklists, audit prep, and responding to government notices if applicable.

## EDUCATION

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### Masters of Business Administration [ Human Resource]

Integral University • Lucknow, IN • 2025 (Pursuing)

### Bachelors Of Commerce

University of Lucknow • Lucknow, IN • 2019

## SKILLS

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### • HRIS & Systems

- GreytHR, Zoho Payroll, ESSL (Biometric Integration), MS Excel (Advanced), MS Word.

### • Payroll Operations & Compliance

- Payroll & Employee Compensation Management, Statutory Deductions (PF/ESIC), EPF/ESIC E-Filing & Portal Management, Full & Final Settlements, Compliance Audit Support, Labor Law Documentation.

### • HR Operations

- Employee Onboarding & Offboarding, Attendance & Leave Management, HR Documentation, Personnel File Maintenance, Employee Query Resolution.