

Ujawal Kumar Mishra
Email: Ujawalmishra111@gmail.com
Contact: +91 94723 32510

CARRER OBJECTIVE

A Payroll specialist who has time and again, shouldered the responsibility of payroll processing, report generation, full and final handling, forwarding salary sheet to accounts department based on leave and attendance records etc.

PROFILE SYNOPSIS

- Nearly 2.4 Years of experience as Payroll specialist with proficiency in accurate and timely payroll as well as reimbursement processing.
- Working closely with the HR and account department for an efficient payroll processing.
- Driving exit management by processing the full and final settlements.
- Supervising medical insurance and group term insurance queries and claims.
- Maintaining the employee database by updating it at frequent intervals.
- Preparing the MIS reports and briefing the senior management on a regular basis.
- Adhering to all the statutory compliance like- PF, ESIC, and TDS what may.
- Going the extra mile in employee's query resolution
- Overseeing Payroll and Compliance Related Audits.

MAJOR SKILLS

- ✓ Attendance management
- ✓ Deductions
- ✓ ESIC, PF, Gratuity, TDS
- ✓ Full and Final Processing
- ✓ Increments
- ✓ Labour Welfare Fund
- ✓ Bonus & OT Hours
- ✓ Payroll Processing
- ✓ Promotions
- ✓ Salary Structure
- ✓ Bank Account Update
- ✓ Client Coordination's

PROFESSIONAL EXPERIENCE

Executive - Payroll Process Outsourcing @ Inductus Limited
Noida, January - 19 to Present

PAYROLL ACTIVITY

- Processing payroll with zero tolerance for any error concerning salaries, variable bonus, incentives & deductions by adhering to all statutory and company rules.

- Keeping all the salary input details under scanner as part of validation before uploading into payroll package.
- Driving the generating of bank report for the purpose of salary transfer.
- Catering to employee payroll & income tax related query through calls & emails
- Working in sync with payroll vendor for any statutory.
- Adept at handling full & final settlements.
- Guiding employees on income tax return filing.

HR ACTIVITY

- Working closely with HR Manager for salary inputs and other matters.
- Managing distribution of income tax declaration forms to employees as per the yearly budget and driving proof collection activities before completion of the fiscal year.
- Ensuring that all PF Nomination forms are collected and submitting to PF office.
- Allocating PF Numbers to new joined employees.
- Preparing location wise HR budget for the clear projection of financial objectives.
- Composing appraisal report and rolling out revised salary certificates.

STATUTORY ACTIVITY

- Making absolutely sure of submission of PF withdrawal/transfer form to PF office for settlement and getting acknowledgement copies for reference in return.
- Carrying out online ESIC remittance to receive the challan copies.
- Ensuring complete compliance with regards to payment of statutory payroll liabilities comprising PF, PT, ESIC, TDS remittance, generating statutory, MIS reports, etc.
- Getting statutory reconciliation & reports prepared as well as remitted before the due date.

ACADEMICS

- Diploma in Electrical Engineering from HSBTE (2014 – 2017).
- 10th Pass from BSEB in 2014.

TECHNICAL EXPERTISE

Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet & E-Mail Applications, ERP etc.

PERSONAGE ELEMENTS

Adept, Analytical & Critical thinking, Compliant & Adaptive, Decision Making, Dependability, Detail Oriented, Enthusiastic, Flexible, Leadership, Punctual, Work Ethic

PERSONAL DOSSIER

- Notice Period – 30 Days
- Salary Expectation – Negotiable
- Open to Relocation – Yes
- Communication Address – I – 123, Garhwali Mohalla, Laxminagar - 110092

- Phone – +91 94723 32510
- Email – ujawalmishra111@gmail.com
- Marital Status – Unmarried
- Gender – Male
- Languages – English, Hindi

REFERENCES

To be presented whenever requested.

DECLARATION

I confirm that all the data mentioned above are absolutely correct to the best of my knowledge.

Name: Ujawal Kumar Mishra

Date:

Place: