

**SHIKHA BISHT**

SECTOR 56

NOIDA - 201301

Email – [Shikhabisht69@gmail.com](mailto:Shikhabisht69@gmail.com)

Phone - 9971439545

## Objective

- To work in an organization that values teamwork and encourage professional.
- Advancement, where hard work and accomplishment are recognized Challenging positions in an industry that allows for optimum utilization of my Inherent strengths and offer scope for learning and development.

## Summary of Skills

- Ability to Work Under Pressure.
- Team Work.
- Able to Build Relationships with Client.
- Proficient in Microsoft Office including Excel and Power point.
- Out of the box thinker with proven track record of establishing processes and creating Team work environment to enhance productivity and quality.

## Organizational Experience & Responsibilities

### ➤ WIPRO PRIVATE LIMITED, NOIDA

#### **Payroll Executive (31<sup>st</sup> August 2020 till 29<sup>th</sup> October 2021)**

- + Create or Amend Record of Employment as per the Employee or his/her Manager Request.
- + Creating Record of Employment with the help of Workday, Siebel and Service Canada Tool.
- + Calculate Employee Earnings as per their Job data.
- + Working on Daily report in excel with the help of different formulas like VLOOKUP, HLOOKUP, Conditional formatting, Data Validation, etc.
- + Working on payment for all the different classes of employees like commission, regular, part time, full time and hourly employees.
- + Processing full and final settlement in case of termination.
- + Complete the paychecks & settle the funds into the bank.
- + Pulling processing and audit report.
- + Pulling due reports on regular basis.

### ➤ COGNIZANT TECHNOLOGY SOLUTIONS, NOIDA

#### **Process Executive (09<sup>th</sup> May 2018 till 01<sup>st</sup> November 2019)**

- + Create new policies and renewal policies as per the underwriter requirement.
- + Daily premium Calculation & Processing as per given rate by underwriter.
- + Calculation of premium & Commission on prorated basis.
- + Currently handle four different LOBS – Master Pac, Auto, Worker-Compensation, Umbrella.

## EDUCATION

- Done 10th From CBSE Board.
- Done 12th From CBSE Board.
- Done B.com from Delhi University.

## PROFESSIONAL QUALIFICATION

- Diploma in Office Management from “YWCA OF DELHI” in 2014.
- Diploma in Basic Computer.
- Typing Speed 40 WPM.

## Personal Details:

- Date of Birth: 25th November 1994
- Languages Known: English and Hindi

**(SHIKHA BISHT)**