

Anustha P Birajdar

Payroll Associate

📍 FL. No. : 2A-603 Ravi kiran society SNO-154/2;wadmukhwadi;charoli BK, 412105 PUNE, India

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🇮🇳 Indian

✉ Anustha291096.ak@gmail.com

📅 1996/10/29

💍 Married

CAREER OBJECTIVE

I seek challenging opportunities in reputed organization, for learning different HR and Finance practices of it and give my best to it. To make a way where I can apply my acquired skills and contribute to the growth of the organization and grow parallel with it. My major area of interest and preference lies in talent acquisition, employee engagement and culture. To have a learning and growth-oriented career, in an organization having a modern and professional working environment.

Knowledge of Finance and HR concepts.

- Quick learner.
- Exceptional presentation skills.
- Good communication and convincing skills.
- knowledge of financial technique.
- Knowledge of accounting, GAAP
- Ability to work in team as well as individual

Professional Experience

2021/09 -2023/08

Pune, India

Payroll Associate

Pay square consultancy Ltd 📧

Collect daily, weekly or monthly timesheets Calculate bonuses and allowances and end to end payroll processing

Coordinating and managing the entire payroll function.

Handling client and employees queries in day to day basis through telephone and mail.

Hr operation activities

Vendor management

Compliance-PF, ESIC, MLWF, TDS&PT. Gratuity, Reimbursement.

Digital portals, PMS, LMS and others

Filing of ETDS Quarterly returns.

Generating the form 16 and form 27-A

2020/04 – 2021/03

Kalaburgi, India

Accountant

RG Somani Associate

under CA as accountant, filing GST and Auditing.

Prepared monthly and year-end closing statements, financial documents and invoices

- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows. Calculated and prepared checks for utilities, taxes and other payments.
- Tracked employee payroll processes to verify timely reporting and avoid late fees. Interacted with internal and external auditors to help complete audits and resolve issues.
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Projects

2020/01 – 2020/03

A study on capitalization on fixed assets at UltraTech

To know the sum of land and building, plant and machinery, other fixed assets, stock of raw materials, debtors etc. and to evaluate fixed assets performance and its turnover.

The company also gave me a chance to get familiar with their hiring process, documents verification, background verification of the candidates, leave management and payroll system.

I was familiarized with the employment law followed in Indian companies and the rules that are to be considered by a company while employing people

Languages

- English
- Marathi
- Hindi
- kannada

Skills

Proficient in MS office (word, excel, PowerPoint, Outlook)	● ● ● ● ●	Operating system Windows XP, 7, 8	● ● ● ● ●
Generating PF, ESIC Challans	● ● ● ● ●	Payroll software (Precision)	● ● ● ● ●

Education

2018/06 – 2020/08 Kalaburgi, India	MBA (Human Resource, Finance) <i>Visvesvaraya technological University Gulbarga</i>
2015/06 – 2018/05 Kalaburgi, India	B.com <i>GULBARGA UNIVERSITY</i>
2013/06 – 2015/05 Kalaburgi, India	PUC <i>Gurukul independent PU college Gulbarga</i>
Kalaburgi, India	SSLC <i>St. Joseph Convent girls high school Gulbarga</i>

Courses

- SAP HCM
- HR Certification course