Swati Joshi

PAYROLL EXECUTIVE

swati.joshi@example.com +91 97XXX XXX06 Indore, Madhya Pradesh linkedin.com/in/swati-joshi-example

PERSONAL STATEMENT

Payroll executive with 4 years of experience processing monthly payroll for up to 1,100 employees across 4 states. Handles PF ECR, ESIC, professional tax, Labour Welfare Fund, TDS on salary, Form 16 and full and final settlements using greytHR, Tally Prime and advanced Excel, with payroll accuracy above 99.8%.

WORK EXPERIENCE

Payroll Executive · *Malwa Agro Foods Pvt Ltd, Indore* Jul 2023 – Present

- Process monthly payroll for 1,100 staff and plant workers across Madhya Pradesh, Maharashtra, Gujarat and Rajasthan in greytHR, closing by the 1st working day.
- File PF ECR and ESIC contributions before the 15th of each month and reconcile challans with payroll, with no interest or damages levied since joining.
- Calculate TDS on salary from investment declarations, support quarterly 24Q returns and issue Form 16 to 1,050 employees by mid-June.
- Cut full and final settlement time from 32 days to 12 by creating a checklist covering leave encashment, gratuity, notice recovery and asset clearance.

Payroll Associate · *Ahilya Payroll Services LLP, Indore* Jan 2022 – Jun 2023

- Ran outsourced payroll for 9 SME clients with 40 to 300 employees each, including salary registers, payslips and bank transfer files.
- Prepared state-wise professional tax returns and Labour Welfare Fund contributions for clients in Maharashtra and Madhya Pradesh.
- Resolved 200+ UAN, KYC and ESIC IP number issues on the EPFO and ESIC portals for client employees.

EDUCATION

M.Com in Accounting and Taxation · *Devi Ahilya University affiliated college, Indore* 2019 – 2021
Grade: 69%

B.Com in Commerce · *Government Commerce College, Ujjain* 2016 – 2019
Grade: 72%

SKILLS

greytHR payroll | EPFO ECR filing | ESIC portal | Professional tax | TDS on salary and Form 16 | Full and final settlement | Tally Prime | Advanced Excel

CORE SKILLS

- Payroll accuracy
- Statutory deadlines
- Reconciliation
- Confidentiality
- Employee query resolution

CERTIFICATIONS

Certificate in Payroll and Statutory Compliance · *Professional training institute* Mar 2022

Tally Prime Certification · *Tally Education* Aug 2021

LANGUAGES

English · Professional | Hindi · Native | Marathi · Conversational

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