

# Devendra Saini

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301001



[LinkedIn/devendrasini](#)

Dedicated HR and Payroll Executive with 2 years of experience in administrative tasks, data management, process optimization, human resource functions and payroll process. Adept at handling complex projects, coordinating with cross-functional teams and ensuring efficient workflow. Seeking to contribute strong organizational and analytical skills to a dynamic organization.

## PROFESSIONAL EXPERIENCE

### Payroll Executive

July-23 to Present

Talbot FORCE Services Pvt.  
Ltd.

- Maintain timesheets and monitor timekeeping systems to track employee attendance and working hours for timely processing of payroll. Address discrepancies and resolve timekeeping issues promptly.
- Process end to end monthly payroll of 6000 employees ensuring accurate and timely disbursement of salaries and benefits and generate payroll reports for management, accounting and auditing purposes.
- Calculate overtime, bonuses, leave encashments, ad-hoc pay (if any), deductions, garnishments and manage employee benefits such as health insurance, EPF, ESIC, gratuity, pension schemes retirement plans etc.
- Enroll new employees in benefit programs and resolve queries related to their benefits.
- File monthly contributions of EPF and ESIC and prepare challan for the payment. Analysis all statutory (EPF, ESIC, PT, and LWF) and non- statutory deductions for any discrepancies in salaries.
- Ensure compliance with various state and federal laws including Payment of Wages Act-1936, Minimum Wages Act-1948, Shop and Establishment Act, CLRA Act etc. and conduct audits and internal reviews to identify compliance risks to minimize penalty for non- compliance.
- Maintain accurate and organized payroll records and registers, both in physical and digital formats and ensure their confidentiality and accessibility for future reference and auditing.
- Enter and maintain employee information in HRIS software including new hires, terminations, retirements and changes in pay rates or benefits into the company's payroll system, database or spreadsheets.
- Collaborate with HR, finance and accounting teams to ensure smooth and accurate financial operations and reporting.

### HR Executive |

May-22 to Jun-23

NEXGEN PAPER SOLUTION PVT LTD

- End-to-end processing of payroll for more than 1000 employees.

Handling leave and attendance monitoring systems, ensuring compliance to the maximum possible extent  
Managing full and final settlements for employees leaving the organization with minimum lead time

Validating PF, ESIC, PT, and Labor Welfare records

Managing PF and ESI registration and Challans generation

## SKILLS & TOOLS/TECHNOLOGIES

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- Advanced Excel
- Pivot tables
- Outlook
- WordPad
- PowerPoint
- Google Workspace (Sheets, Docs, Slides, Gmail etc.)
- ERP (Maxus, Dynamic-365)
- Data Entry
- Business Administration
- Executive Support
- Data Analysis and Reporting
- Compliance Management
- HRIS
- Client Handling
- Employee Relations
- Personal Assistance
- Action Oriented
- Leadership
- Organization Skills
- Creativity and Productivity
- Emotional Intelligence
- Interpersonal Skills
- Time Management

## EDUCATION BACKGROUND

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### Master of Business Administration

2024 pursuing

From Jaipur National University

### Bachelor of Business Administration

2020-2023

From Jaipur National University

## DECLARATION

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I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

Date:

Signature

Place:

Devendra Saini