

Kasturi Chatterjee

Accounts & HR Officer

Contact

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Skills

Payroll processing

New hire processing

Payroll administration

Processing wage
withholding orders

Meeting deadlines

Conflict resolution

Telephone and email
etiquette

Spreadsheet creation

Pre-Employment Screening

Recruitment

Seasoned Payroll Specialist bringing 6 years' experience in accounting and operations management. Proven history of achievement and innovation coupled with outstanding work ethic, commitment and loyalty. Strong track record of collaborative teamwork and articulate communication. Highly adept with key strengths in payroll administration functions and regulatory guidelines adherence, complex processing procedures and program management.

Work History

2019-04 -
2020-02

Accounts & HR Officer

Delphi Infotech Pvt Ltd, New Delhi, Delhi

- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Verified vendor accounts by reconciling monthly statements and related transactions.
- Generated financial statements and reports detailing accounts receivable status
- Improved accounts payable processes and achieved 100% reduction in late fees.
- Analyze collective payroll input/changes to uploading in ZOHO payroll system and check monthly salary reconciliation in terms of TDS, PF, Superannuation, ESIC, P.Tax etc and other items e.g. extra payments, deductions, perks, adjustment & arrears etc.
- Calculation and preparing of terminal settlement (resignation/retirement), verification of reimbursement claims (LTA, Medical, Car, Telephone etc)
- Income Tax Calculation on the basis of tax declaration in the beginning and on the basis of submitted investment proofs (after verification) and at the end of the financial year and computing annual income tax liability of all employees and ensuring appropriate tax is deducted from salary.
- Prepare the payroll MIS, Salary Register, payslip, Bank file etc and online website/portal work zone
- Oversaw talent recruitment and onboarding of new hires through operational management.
- Screened all applicants based on qualifications and background to meet and exceed rigorous

Contract negotiation

Employee relations

File and records
management

Candidate Sourcing

Software

MS Office

Zoho books

Zoho Payroll

SAP-ERP

Quick Books

Languages

English

Bengali

Hindi

2010-07 -

2018-11

standards.

- Developed salary proposals for new recruits.
- Explained all of human resources policies, procedures, laws, standards and regulations to each employee.
- Hired employees and initiated new hire paperwork process.
- Prepared monthly GST statements and filed returns

Office Executive

WBSEDCL, Kolkata, West Bengal

- Collaborated with human resources personnel to accurately and efficiently track leave time.
- Processed payroll and calculated deductions by accurately using SAP-ERP to secure payment traceabilities.
- Managed payroll processing for 900 employees.
- Independently maintained 95% accuracy in transferring correct data from payroll spreadsheets into SAP-ERP system.
- Maintained employee privacy and protected payroll operations by keeping all information confidential.
- Analyze collective payroll input/changes to uploading in ZOHO payroll system and check monthly salary reconciliation in terms of TDS, PF, Superannuation, ESIC, P.Tax etc and other items e.g. extra payments, deductions, perks, adjustment & arrears etc.
- Calculation and preparing of terminal settlement (resignation/retirement), verification of reimbursement claims (LTA, Medical, Car, Telephone etc)
- Responded to employee questions and requests for information in timely and knowledgeable fashion.
- Updated employee files with new details such as changes in address or salary levels.
- Assisted in investigations into discrimination, sexual harassment or other workplace claims.
- Prepared Budget statements, oversaw legal matters regarding disparity in Pay, Calculated

Education

2009-07 -
2011-05

Master Degree in Commerce: Accounting & Finance

Annamalai University - Kolkata

2005-08 -
2008-07

Bachelor of Accountancy: Accounting & Finance

University Of Calcutta - Kolkata

2020-01 –
2020-04

Certified HR Generalist: Human Resource

Protouch Corporate Training - Gurgaon

Accomplishments

Built up the whole accounting of Delphi along with its sister concern Fusion Teleservice within 10 months using Zoho Books and Quick Books respectively on my own. Handled Payroll Processing alone for Delphi
Calculated GST and TDS and prepared GST returns, learnt how to file GST without any training
Handled Payroll processing in WBSEDCL with my Manager and learnt everything from scratch by self tutorials on youtube.