

SONIKA

HR Officer (Payroll) – Delta Food
FZC, Sharjah
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A conscientious and hardworking HR and payroll administrator with extensive experience of payroll administration, tax, vat, time sheets and benefit plans. Having a flexible and helpful attitude towards work and able to maintain accurate employee records and keep senior management informed about changes in tax and deduction laws that apply to the payroll process. Experience of providing a HR/payroll service to 600 employees.

WORK EXPERIENCE

HR Officer (Payroll Management)
Delta Food Industries FZC. – Sharjah
March 2019 to Present

- Responsible for confidential management of employees and personnel records.
- Preparing the Letters like Offer, Appointment, Confirmation, Increment and Transfer
- Coordinating with accounts department for HR petty cash & preparing weekly & monthly petty cash statements.
- Managing the vehicles periodic maintenance likes insurance, Salik, Fines and inspections
- Calculating payroll from timesheets and general payroll administration.
- Maintaining records of WC Insurance of factory Employees.
- Preparing the Full and final settlement, Gratuity, leave encashment, Air Ticket encashment and follow up with finance department about payment release.
- Preparing the Full and final calculation and coordinating with finance department.
- Processing the employees advance loan applications and keeping their records in sage.
- Booking the employee's Air Tickets as per the entitlement coordinating with travel agencies.
- Maintaining Employees annual leave records and Sick leave records. Preparing application for new employees Visa and also keeping the Visa statement records.
- Preparing MIS Reports like Company head count, monthly visa renewal, monthly cancelations, F&F, Accommodation reports
- Working with accounting and management team to set budgets, monitor spending, payroll processing and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training session.
- Organizing and supervising other office activities.
- Managing staff recruitment process including, position posting, advertising, short-listing and selection, background checks, hiring.

HR Executive
Mayar Group - Delhi, India
June 2016 to February 2019

- Recruitments, Job Posting and new joining.
- Preparing monthly payroll through ERP and Greytip software
- Bank account opening follow up with bankers for timely salary account opening.
- Recruitment, Job Posting and new joining, ESIC and KYC updating
- Preparing monthly salary deductions payment schedules etc. so as ensure smoothflow of Inventory
- Coordinate with our Accounts & Finance department for smooth transaction
- Communications and writing skills and group works. Responsible for other duties as assigned

HR Recruiter

Net ambit - Delhi, India

October 2015 to May 2016

- **Manpower planning in line with the business plan.**
- **Manage Recruitment through advertisements, Consultant, Referrals & Job Portal**
- **Planning & Conduction of Interviews on all level Speedy Recruitment & Head Hunting**
- **Joining Formalities**

EDUCATION

Masters of Business Administration (Human Resource)

DIMR (Mysore University) – 2015

CERTIFICATIONS AND LICENSES

- **UAE Driving license**

SKILLS

- **Experience of working in a fast paced, customer focused payroll department.**
- **Ability to do manual calculations as well as being competent with payroll systems.**
- **Ability to work independently or with the team.**
- **Good working knowledge of MS office (word, PowerPoint and excel)**
- **Working experience of software's like ERP and sage.**
- **Working knowledge of MIS reports and database skills.**
- **Strong communication skills to assist with query resolution.**
- **Aware of the legislation associated with the processing of sensitive personal data**

PERSONAL DETAILS

Name	-	Sonika Devi
Date of Birth	-	27th Nov' 1990
Passport No	-	Z4285907
Location	-	Sharjah (UAE)
Language known	-	English/Hindi/Urdu/Punjabi
Driving License	-	Yes (Automatic)
Nationality	-	Indian