

LAVANYA SB
(7975358310)
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B.Com graduate with hands-on experience as a Payroll Associate, skilled in handling employee payroll processing, statutory compliance, and data management. Detail-oriented, organized, and proficient in using payroll software and Excel. Committed to ensuring accuracy, confidentiality, and timely payroll delivery

❖ **ACHIEVEMENTS**

- Won 2nd prize in debate inter college competition
- Participated in various school and college sports and cultural Activities

❖ **TECHINICAL SKILLS**

- Spreadsheet Proficiency: Advanced skills in Microsoft Excel or Google Sheets, including functions, pivot tables, macros, and data analysis tools.
- Financial Analysis: Understanding of financial statements, ratio analysis, and financial modeling techniques
- E-commerce Platforms: Familiarity with e-commerce platforms

❖ **Job-specific Skills**

- Process and manage end-to-end payroll activities for employees, ensuring accuracy and compliance with statutory requirements.
- Maintain and update employee records, attendance, and leave data in the payroll system.

- Handle payroll queries and provide support to employees regarding salary, deductions, and taxation.
- Coordinate with finance and HR teams to ensure timely salary disbursement and reporting.
- Assist in audits, tax filings, and preparation of payroll-related documentation.

❖ PROJECTS

Internship program in banking sector

Duration 1month

Description to understand the operation of banking service

Outcomes Results obtained practical knowledge about banking activities

Place DEEPAK SAHAKARI Bank Ltd

❖ SOFT SKILLS

- Growth Mindset and attention to detail
- Leadership qualities and time management
- Excellent Team and Individual Player.
- Communication Skills Self Motivated
- Resilience
- Ethics and integrity

❖ EDUCATION QUALIFICATION

B.com| Bangalore University |CGPA 7.77

KTSV for women PUC college |73.63%

Sarvodaya National Public School| ICSE|62.7%

- **Certificates**

SWOT Analysis by LinkedIn learning

Excel macro and VBR by LinkedIn

SAP by LinkedIn

Employment law essentials

Generative Ai in HR -HRCI institution

- **Experience**

HR Payroll Associate

RRS People Works

Time period:- 2/12/2025
