

Mili Mistri

Office Associate – Payroll & Compliance

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Professional Summary

- Independent work experience in Payroll & Compliance - Tax Computation analysis, Payroll Processing, Salary Computation, Statutory Reporting, Salary Disbursement, Managing Payroll Software, Statutory Deduction, Salary computation, Salary Management of diverse divisions
- Demonstrating ability to resolve payroll discrepancies, handling internal audits & staying updated with regulatory changes affecting employee compensation and benefits.
- Working experience on SAP Salary system, DocPro management system
- Focusing on data analysis, comparative analysis
- **4.5 Years** of total work experience in CSR Collaborations
- Working Experience on Microsoft Office, Advance Excel, ERP, Vendor Management Dashboard, NimbleS2P & Canva
- Skill on Tableau, Adobe Illustrator
- Focusing on efficient communication with Stakeholders – inter, intra & external
- Collaborated with corporate professionals to meet organizational requirements

Experience Details

Organization	Designation	Time Period (MM/YYYY)
ITC Limited	Office Associate	10/2024 - Present
Udayan Care	Assistant Office Coordinator	10/2019-10/2024
Pidilite Industries Ltd.	Fevicryl Certified Professional (Freelancer)	10/2019 – 03/2022

Work Location

- Kolkata

Work Experience

ITC Limited

- Managing Payroll Processing, Salary Computation, Statutory Reporting, Salary Disbursement
- Managing Payroll Software, Statutory Deduction, Salary computation, Salary Management of diverse divisions
- Managing Salaries of Management & Non Management Live employees as per Divisions' circular.
- Managing variable payments (ESOP – Employee Stock Ownership Plan, APB – Annual Productivity Bonus, ESOS – Employees stock option scheme etc) for various levels of live/settled employees.
- Managing Settlement cases of resigned employees.
- Scrutinizing Tax declaration of the live employees as per the policy.
- Managing different kind of payments and deductions of all level of employees.
- Arranging/cumulating data & publishing dashboards/ presentations as per the requirement by management.
- Coordinating and communicating with divisions for smooth processing of salary/settlement.

- Conducting KYC checks with Bank Details of live & settled employees.
- Monitoring disbursement of salary/settlement transactions of employees to respective bank account.
- Conducting Pre month & post month checking (ESI check, loan report, fixed deduction report, allocation report, settlement integrity etc) during Salary Processing Period.
- Direct liaising with Post retirement medical benefit team (PRMB) & doing comparative study of retirees' tax worksheets

Udayan Care

- Communication with Inter, Intra & External Stakeholders to immediately determine and resolve problems, avoiding escalation.
- Managing Indoor - Outdoor Brainstormed events through exceptional planning and calendar management, achieving unique events and activities across establishments.
- Planning and scheduling Trainings & Placements Drive for enabling opportunities for students.
- Preparing Reports, Event Coverages, Creatives for helping stakeholders track projects and ongoing activities throughout the year.
- Mentoring Management for helping students succeed through coaching, mentoring, and positive reinforcement.
- Building Public Relations for image building by collaborating with corporates, trusts, and community groups to build connection and synergy.

Pidilite Industries Ltd.

- Conducting workshops for students from various schools, colleges, and corporates of various fields free of cost.
- Promoting Fevicryl's newly launched products through spreading awareness campaigns among students.
- Involving in continuous training sessions for upgrading skills.

Education

Degree	Istitution	Completion Year
Master of Business Administration - General	ICFAI (The Institute of Chartered Financial Analysts of India) Foundation for Higher Education	2024
Bachelor of Arts - English	Women's Christian College, Calcutta University	2019

Educational Projects & Presentations- Masters of Business Administration

- Examine Digital Enablement of CSR Initiatives
- Identifying Critical Competencies for success of CSR Managers
- Cost Benefit Analysis for CSR Activities, CSR Relationship Management
- "Corpus Fund Donation Mobilization " – making Udayan Care financially strong
- Health & Safety Measures and Significant Improvements
- Donor Mobilization & Beneficiaries' Attraction
- Total Quality Management
- Three Levels of Strategy
- Meaning of Time Value of Money- TVM
- Cultural Differentiation Factor with respect to the international expansion
- Understanding Team & Teamwork
- Choosing Appropriate Social Media Platform for the Students

- Organizational Change
- Talent Management
- Cultural Diversity
- Managing Supply and Demand in a Supply Chain
- Strategic Implications of Training and Development of/in Udayan Care

Training & Certifications

- Completed Appreciation of Indian Art (Certificate course from The Ramkrishna Mission Institute of Culture, Kolkata) & Secured A+ grade in dissertation named 'Painting in Ajanta Caves and other than Ajanta' under the expert guidance of Dr. Sujit Narayn Sen, DY Keeper (Art Sector) The Indian Museum, Kolkata
- Undergone Mentorship Training Program from Udayan Care Kolkata & achieved qualities like Leadership skills, giving back to the society and finding potential in students, becoming recognized as a consultant/advisor
- Attended 'Celebrating Change' - A summit on women empowerment from Udayan Care - promoting sustainable growth, cultural diversity, Delhi & was a important part of Promoting sustainable growth, cultural diversity
- Undergone Fevicryl Expert Training Program from Pidilite Industries

Awards & Recognition

- Secured Good Job Card (on quarterly basis) twice - R&R (Reward & Recognition) for performance
- Secured Certificate on UNICEF PSEA (Prevention of sexual exploitation and abuse)
- Attended Seminar conducted by Cognizant Technology Solution collaborated with Udayan Care on '21st Century way of living for building a better tomorrow' & Secured 2nd Position as a team and anchored the whole team - Research on Tribal Art in India and Innovative ways to save our heritage - the impact of Tribal Art on Modern Era by making fusion of innovation into tradition and vice versa