

HARKIRAT KAUR

PAYROLL ADMINISTRATOR - Payroll Operations, Benefits Administration & HRIS Reporting

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SKILLS

- **Payroll Systems:** ADP Workforce Now, Ceridian Dayforce, SAP SuccessFactors for payroll configuration.
- **Statutory Compliance:** CPP, EI, income tax deductions, CRA compliance validation, ROE preparation.
- **Data Validation:** Balance sheets validation, data reconciliation, error detection, payroll input accuracy.
- **Payroll Processing:** QuickBooks for payroll processing, earnings adjustments and benefits calculations.
- **Excel Analytics:** VLOOKUP, PivotTables, advanced formulas, payroll data analytics, variance tracking.
- **Payroll Reporting:** General ledger reconciliation, variance analysis, audit support and documentation logs.

WORK EXPERIENCE

Payroll Admin Associate

August 2025 - July 2025

Top Talent Bridge

Canada

- Processed bi-weekly payroll for 200+ employees across provinces, ensuring 100% accuracy and compliance with federal and provincial employment standards, tax regulations, and internal policies.
- Reconciled payroll discrepancies, benefits deductions, and overtime calculations, reducing payroll errors by 30% and resolving identified issues.
- Maintained and updated employee payroll records within HRIS systems, streamlining data workflows and improving overall payroll processing efficiency by 20%.
- Collaborated with HR and Finance teams to prepare monthly payroll summaries, tax remittances, and year-end documentation (T4s, ROEs), achieving 100% on-time submissions and audit-ready reporting.

Product & Customer Service Associate

June 2023 - July 2025

Tim Hortons

Ontario

- Implemented 98% customer satisfaction while managing 150+ daily POS transactions in a fast-paced setting.
- Reduced transaction errors by 25% through improved order checks and accurate payment processing.
- Reduced order fulfillment time by 20% by improving coordination between front counter and kitchen staff.

Operations Associate

March 2023 - July 2024

Newrest

Ontario

- Maintained 100% HACCP compliance and safety standards across high-volume food production lines daily.
- Collaborated with 5+ teams, including production, quality assurance, and inventory, to ensure on-time delivery.
- Increased overall production output by 18% using detailed product cycle time analysis and workflow adjustments.

PROJECTS

Operational Workflow Optimization Project

Canada

Process Improvement Lead

- Analyzed end-to-end service workflows using cycle-time mapping techniques, eliminating process bottlenecks and reducing operational errors by 22% across key functional stages.
- Redesigned task sequencing and implemented standardized digital documentation controls, improving overall operational efficiency by 25% and increasing audit record accuracy to 95%.

Customer Insights & Analytics Dashboard

Canada

Data & Insights Analyst

- Consolidated and segmented customer datasets using statistical clustering methods, identifying engagement patterns that increased repeat customer retention by 15%.
- Designed Excel-based analytics dashboards to monitor satisfaction and performance KPIs, sustaining a 98% positive service rating and driving a 15% growth in repeat visits.

EDUCATION

Bachelor's in General Business

January 2023 - April 2024

Centennial College, Scarborough, ON

CERTIFICATIONS

- **Microsoft Office Certifications** - Microsoft Word, Microsoft Excel (Associate), Microsoft PowerPoint
- **Hootsuite Platform Certification** - Hootsuite
- **Shopify Certification** - Shopify
- **Tally Financial Accounting Program (CTFAP)** - Tally Education, India