CURRICULUM VITAE



DEEPSHEIKHA PETER

Address:
C/o Mrs. Saraswati Devi,
TP-44,New CG Road,
Chandkheda, Ahmedabad,
Gujarat -382424

Email Id: deepsheikhapeter006@gmail.com **Contact : +91-8081667117**

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PROFESSIONAL SUMMARY

Experienced HR Executive & Payroll Professional with 15+ years of experience in managing HR operations, salary processing, payroll administration, and statutory compliance within a large university environment. Strong expertise in employee lifecycle management, HR documentation, MIS reporting, and coordination with management, auditors, and departments. Known for accuracy, confidentiality, analytical ability, and timely execution of HR and payroll responsibilities.

CORE COMPETENCIES

- **HR Operations & Administration**
- **Payroll & Salary Processing**
- **Employee Lifecycle Management**
- **Attendance & Leave Management**
- **Statutory Compliance (PF, ESI, PT, GHIC, TDS)**
- **HR Documentation & Employee Records**
- **MIS & HR Reporting**
- **Budgeting & Cost Control (HR related)**
- **Audit Coordination & Compliance**
- **Process Improvement & Internal Controls**
- **Stakeholder Coordination & Communication**
- **Planning, Prioritization & Time Management**

PARTICULARS OF PROFESSIONAL WORK EXPERIENCE

Total Experience: *15+ Years.*
Organization: Sam Higginbottom University of Agriculture, Technology & Sciences (SHUATS), Prayagraj, Uttar Pradesh
Designation: Asst. Finance Controller in Salary Section
Duration: July' 2024 to June'2025

Job Description-1:

- Managed **end-to-end payroll and salary processing** for university employees.
- Handled salary structure, deductions, incentives, reimbursements, and final settlements.
- Ensured statutory compliance with **PF, ESI, Professional Tax, TDS, and labor regulations**.
- Prepared and analyzed **HR & payroll MIS reports** for management decision-making.
- Coordinated with **auditors and external consultants** for internal and statutory audits.
- Streamlined HR and payroll processes to improve efficiency and accuracy.
- Supported management in **compensation planning and HR policy implementation**.

Experience as Accountant:
Organization: Sam Higginbottom University of Agriculture, Technology & Sciences (SHUATS), Prayagraj, Uttar Pradesh
Designation Accountant*: 12Year 6 Months (appx.)*
Duration: February' 2012 to June'2024

Job Description- 2:

- Supported **HR operations with a strong focus on payroll administration**.
- Maintained employee master data, attendance, leave records, and salary structures.
- Prepared monthly salary databases and ensured timely disbursement.
- Assisted in **employee promotions, seniority, superannuation, PF, medical policies, and leave management** as per competent authority approvals.
- Coordinated with management, auditors, and departments for HR-related financial information.
- Assisted in internal and external audits with accurate documentation.
- Handled accounting operations including journal entries, reconciliations, payables, and receivables.

Experience as Accountant Trainee:
Organization: Sam Higginbottom University of Agriculture, Technology & Sciences (SHUATS), Prayagraj, Uttar Pradesh
Designation Accountant*: 2Year 5 Months (appx.)*
Duration: October' 2009 to February'2012

Job Description- 3:

- Assisted in financial reporting, payroll support, and reconciliations.
- Helped resolve employee salary and payroll-related queries.
- Prepared draft HR and finance correspondence.
- Supported month-end closing activities and documentation.

EDUCATIONAL QUALIFICATIONS

2007- 2009	**Master of Business Administration** in Finance & Human resource Management from College of Business Studies, Allahabad Agricultural Institute-Deemed University with First Division.
2003- 2007	**Bachelor of Business Administration (Hons.)**, from College of Business Studies, Allahabad Agricultural Institute-Deemed University with First Division.
2002- 2003	Council for the **Indian School Certificate Examinations**, New Delhi.
1999- 2000	**All India Secondary School Examination**, Kendriya Vidyalaya Amjhore Rohtas, Bihar, Central Board of Secondary Education.

LANGUAGE COMPETENCIES

- Superior skills in English and Hindi (Oral & written).

COMPUTER KNOWLEDGE

- MS-Office.
- Internet Savvy.
- SAP Knowledge.
- Tally Prime.

ACHIVEMENTS

- Awarded Gold Medal and merit Certificate in BBA (Hons.)
- Participated in one day Seminar on "Changing Role of H.R.M".
- Participated in one day Seminar on "Corporate Social Responsibility (C.S.R.) strategies and approaches".
- Participated in one day Seminar on "Total Quality Management (T.Q.M)".
- Participated in Management Rally Organized by Allahabad Management Association.

PERSONAL DETAILS

Name	Deep Sheikha Peter
Father's Name	Late Mr. James Peter
Mother's Name	Mrs. Prem Sheela Peter
Nationality	Indian
Address & Contact	C/o Mrs. Saraswati Devi, TP-44, New CG Road, Chandkheda, Ahmedabad, Gujarat -382424 Email Id: deepsheikhapeter006@gmail.com : +91-8081667117
Date:	10/05/2026

DEEPSHEIKHA PETER

Place: Ahmedabad, Gujarat