

Sunita Somani

Dubai, UAE

Phone :- +971-528713625

Email: somanisunita93@yahoo.com

LinkedIn: <https://www.linkedin.com/in/sunita-somani-67a335108/>

Visa: Family Visa

Nationality: Indian



Versatile professional with over 12 years of global experience in **Operations, Administration, Payroll & Finance**. Expertise in managing end-to-end payroll processes, business operations & administration. Adept at handling clients from the US, Australia, and Europe, driving organizational growth through strong analytical and problem-solving skills. Proven success in ERP systems implementation, vendor management, and process improvement across multiple industries.

Core Competencies

Business Operations Management II Payroll Processing & Compliance II Accounts Receivables & Payables II ERP Implementation II Client Relationship Management II Administration II Process Improvement & Optimization II Vendor & Supplier Management II Workforce & Team Coordination II Facility & Office Management II Data Management & Reporting II Compensation & Benefits Administration II Time Management & Multitasking II Contract & Agreement Handling

Technical Skills

MS Suite II XERO II Care Master II ZOHO II Quick Books II NDIA Portal II GreytHR II Odoo

Professional Experience

Payroll & Operations | Ritanveshi Consultancy & Ventures Pvt. Ltd (Jaipur)

December 2022 – June 2024

- Managed payroll for over 600 employees across various departments, ensuring accuracy and adherence to Australian labor laws.
- Leveraged ERP systems to automate payroll processes, reducing manual errors and saving processing time.
- Prepared detailed payroll reports and conducted regular audits to ensure compliance with HR and financial regulations.
- Optimized fund claims through the NDIA portal, enhancing reimbursement efficiency and accuracy.
- Partnered with cross-functional teams to resolve payroll discrepancies and improve employee satisfaction.
- Designed and implemented workflows to streamline payroll and HR compliance processes, ensuring alignment with local regulations.
- Provided training to the HR team on using payroll software like XERO and GreytHR to maximize efficiency.

Operations Manager | Nice & Natural Group (Jaipur)

January 2018 – September 2020

- Developed and executed market entry strategies, successfully establishing a presence in Pune, Mumbai, NCR, and Kolkata.
- Conducted market research to identify trends and opportunities, enabling strategic business decisions.
- Coordinated end-to-end operations, including vendor management, client onboarding, and supply chain optimization.
- Built and nurtured relationships with key stakeholders, increasing market penetration and brand visibility.
- Collaborated with sales and marketing teams to drive product adoption and meet revenue targets.
- Led the implementation of an ERP system to enhance operational efficiency and streamline processes.
- Monitored operational metrics to ensure the alignment of daily activities with long-term business goals.

Branch Operations Manager | Health Vista India Pvt. Ltd. (Portea Medicals)

June 2015 – May 2018

- Oversaw city-wide operations in Jaipur, managing a team of 100 staff members.
- Implemented efficient processes, optimized resource allocation, and enhanced client satisfaction.
- Contributed to the company's growth by driving service excellence and compliance with regulatory requirements.
- Monitored key performance indicators (KPIs) and implemented corrective actions to achieve organizational targets.
- Implemented resource allocation strategies, optimizing workforce utilization and reducing operational costs.
- Ensured compliance with healthcare regulations and internal policies, safeguarding company reputation.
- Designed standard operating procedures (SOPs) for operational excellence and scalability.

Administration & Office Manager | Epsilon HealthCare Private Limited

December 2010 – May 2015

- Coordinated activities between the Pan-India sales team, channel partners, and government entities.
- Supervised accounts receivables and payables, maintaining financial accuracy and timely reporting.
- Implemented an ERP system to automate administrative processes, resulting in improved operational efficiency.
- Established vendor relationships and managed contracts to support operational needs effectively.
- Played a pivotal role in restructuring administrative workflows, reducing turnaround times for critical tasks.

Process Associate | GENPACT

July 2008 – November 2010

- Handled accounts receivables and payables for GE Commercial Finance, ensuring regulatory compliance.
- Managed accounts receivables and payables for GE Commercial Finance, ensuring accuracy and compliance with financial standards.
- Conducted detailed financial analyses and prepared reports to support strategic decision-making.
- Played a key role in process optimization initiatives, improving efficiency in accounts management.
- Collaborated with global teams to streamline financial processes and ensure consistency across regions.
- Provided training and mentorship to new team members.
- Implemented customer feedback mechanisms to enhance client satisfaction and improve service delivery.

Education

- LLB – Rajasthan University, 2014
- MBA (Distance Learning) – Symbiosis, 2012
- CS Inter – ICSI, Jaipur, 2010
- M.Com – Rajasthan University, 2009
- B.Com – Maharani College, Rajasthan University, 2006

Awards Recognition

- Best Employee at RCVPL, Jaipur (2023)
- Best Branch Manager at Portea Medicals, Jaipur (2016 / 2017)

Languages

English , Hindi & Marwari

Training

Participated in a three-month **On-the-Job Training (OJT) in Chicago at GE Office**, enhancing my knowledge and skills in finance and business operations.