Dear All,

SP Software, a leading IT Services & Consulting company based in Gachibowli, Hyderabad, is currently hiring an experienced **HR Executive** to handle payroll, audits, and HR operations efficiently.

Role: HR Executive
Verticals: - Human Resources (HR)
Vacancy: 1 position
Job Location: Gachibowli, Hyderabad
CTC: ₹18,000 – ₹25,000 per month

Eligibility:

- Minimum 1 year of experience in HR Operations and Payroll

- Strong knowledge of payroll cycles, terminologies, and statutory compliance

- Graduate/Postgraduate in any discipline

- Excellent communication, documentation, and coordination skills

- Familiarity with auditing and BGV coordination preferred

Job Description:
We are seeking a detail-oriented HR Executive to manage payroll, handle employee onboarding/offboarding, and support all HR activities including audits and grievance handling. The candidate will be responsible for end-to-end HR operations and coordination with cross-functional teams.

Key Responsibilities:

- Process payroll accurately each month

- Manage new hire and exit formalities

- Prepare manual payroll adjustments and reconcile disputes

- Handle audits and maintain accurate records

- Coordinate background verification and maintain HR databases

- Address employee grievances and support HR operations

- Ensure compliance with local and federal HR/payroll regulations

- Collaborate with internal HR/payroll teams and management

Preferred Skills:

- Payroll Management

- Audit Handling

- HRMS tools knowledge

- BGV & Documentation

- Grievance Resolution