

Tasneem Goga

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Professional Profile

Experienced Payroll Administrator and Finance Assistant with over 10 years of expertise in payroll processing, financial administration, and HR support. Skilled in managing high-volume payrolls, performing reconciliations, and supporting financial reporting. Strong attention to detail with a proven ability to ensure compliance, meet deadlines, and improve administrative processes. A reliable team player with excellent organisational and communication skills.

Key Skills

- End-to-End Payroll Processing (PAYE, LTD, SMP, SSP, pensions)
- Bank Reconciliations & Financial Reporting
- Accounts Payable & Receivable
- Invoice Processing & Supplier Payments
- HMRC Compliance
- Systems: GFP, Evolve, PeopleSoft, TalentLink Lumesse
- Microsoft Excel (Pivot Tables, VLOOKUP)

Professional Experience

Payroll Consultant – Engage Payroll (Apr 2022 – Present)

- Process high-volume payroll data including timesheets across multiple systems
- Ensure payroll accuracy and resolve discrepancies
- Perform bank reconciliations and support month-end processes
- Generate payroll and financial reports
- Maintain compliance with regulations

Finance Assistant – AGS (Nov 2012 – 2018)

- Managed invoicing for UK and European clients
- Processed supplier payments and reconciliations
- Produced weekly, monthly, and quarterly financial reports
- Supported P&L, budgeting, and cost analysis
- Processed payroll for PAYE and LTD contractors
- Managed commission and bonus payments
- Handled client queries and compliance checks

Payroll Administrator – Umbrella Company (Feb 2011 – Oct 2012)

- Managed payroll for 600+ employees
- Processed SMP, SSP, tax codes, and deductions
- Managed BACS payments and payslips
- Ensured HMRC compliance
- Produced payroll reports

HR Assistant (Voluntary) – NHS Newham PCT (2008 – 2009)

- Supported recruitment and training coordination
- Maintained employee records and absence tracking

Receptionist / Administrator – NHS Boleyn Medical Centre (2004 – 2007)

- Managed reception and appointments
- Handled admin tasks including data entry and document management

Administrator – Medical Recruitment Company (2009 – 2011)

- Supported recruitment and onboarding
- Managed databases and compliance documentation

Education & Qualifications

- BA (Hons) Business Human Resource Management – University of Westminster
- BTEC National Certificate in Business
- NVQ Level 2 Customer Service
- GCSEs including English & Mathematics

Additional Information

Full UK Driving Licence
Interests: Travelling, cooking, yoga

References

Available on request