

Charishma Pillarisetti

HR & People Operations | Compliance & Employee Lifecycle

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EXECUTIVE SUMMARY - THE BOTTOM LINE

An HR & People Operations professional who **builds compliance into the workflow so it is verified before use, not patched after failure** - and creates people processes that serve the employee while protecting the organization. M.S. in Accounting & Financial Forensics (GPA 3.8), Student of the Year (2024), and 4+ years across employee lifecycle management, multi-state payroll compliance, and audit-ready recordkeeping. The differentiator: a compliance professional who speaks finance and forensics fluently - able to partner with Finance, Audit, and IT at the strategy table, not after the decision.

- **100% compliance** across I-9, W-4, E-Verify, and onboarding documentation - zero missing fields, zero cross-jurisdiction mismatches.
- **Payroll discrepancy risk reduced measurably** - verification built into the run cycle before the money moves, not after.
- **Audit-ready by design** - every employee file and compliance document reconciled to its regulation, permanently, not when an audit is scheduled.
- **One shared process across four departments** - SOPs and compliance manuals adopted by Finance, HR, Audit, and IT that survived team turnover.

CORE COMPETENCIES - MECE

PROTECT - COMPLIANCE & LIFECYCLE

- Employee Lifecycle Management
- I-9 / W-4 / E-Verify
- Onboarding & Offboarding
- Records & Personnel
- HR Policy Compliance

RUN - PAYROLL & REGULATORY

- Multi-State Payroll Processing
- Federal / State / Local Tax
- Statutory Compliance
- Policy & SOP Development
- Cross-Functional Process Improvement

PROVE & PARTNER - CONTROLS & SYSTEMS

- Audit Support & Controls
- HR Documentation Standardization
- Vendor Management & Coordination
- QuickBooks Payroll
- Sage Intacct / D365 / SAP / Power BI / Excel

PROFESSIONAL EXPERIENCE

HR Compliance Specialist & Accountant

Jun 2026 - Present

AA Innovations LLC | San Antonio, TX

Maintained 100% compliance across onboarding and reduced discrepancies in every payroll run.

- Administer the onboarding documentation lifecycle - I-9, W-4, new-hire paperwork - maintaining 100% regulatory compliance with zero missing fields.
- Process multi-state payroll with federal, state, and local tax compliance, reducing cross-jurisdiction discrepancy risk in each payroll run.
- Rebuilt HR and accounting documentation workflows, shortening new-hire setup turnaround.
- Maintain employee records and compliance files audit-ready at all times, every document reconciled to its regulation.

Business System Analyst (HR & Compliance)

Jun 2025 - Jun 2026

Legion AI Systems Inc. | San Antonio, TX

Delivered one shared, defensible people process across four departments.

- Administered onboarding/offboarding across I-9, W-4, E-Verify, offer letters, and personnel files, keeping every file defensible under federal employment law.
- Codified compliance manuals, audit documentation, and internal control procedures that survived team turnover.
- Standardized HR operating procedures across Finance, HR, Audit, and IT - four departments, one shared process.

Investment Professional

Feb 2026 - Mar 2026

JP Morgan Chase | San Antonio, TX

Converted client goals into allocation plans grounded in regulation.

- Delivered goals-based financial planning consultations, converting client goals into allocation plans with defined risk and time horizons.
- Advanced SIE, Series 7, and Series 63 licensing to ground every recommendation in securities regulation.

Staff Accountant

Dec 2025 - Jan 2026

Communications International | Vero Beach, FL

Closed with audit-ready support and documentation discipline.

- Reconciled GL accounts and posted accruals, prepaids, and deferred revenue - each entry backed by audit-ready support.
- Prepared audit-ready reconciliations, expense audits, and supporting schedules - strengthening internal controls and documentation standards.

Tax Professional

Aug 2025 - Dec 2025

H&R Block | Melbourne, FL

Maintained a zero-error record while safeguarding client data.

- Filed Form 1040 and business returns with a zero-error record through the season.
- Researched federal and state tax law changes before each window, preempting compliance errors.

Accounting Assistant

Nov 2024 - Jun 2025

ML Tech Experts | New Jersey

Built the full statement suite from the ledger up.

- Built P&L, Balance Sheet, and Cash Flow statements under GAAP, tie-out checked line-by-line against the ledger.
- Filed Form 1040 and 1099s under PTIN authorization with a clean filing record.

Audit Associate Analyst

Sep 2022 - Dec 2022

Deloitte | Hyderabad, India

Proved why the numbers were right - 45+ files a day with root-cause insight.

- Processed 45+ audit files per day in Core Audit, organizing evidence that moved review decisions faster.
- Traced flagged discrepancies to their root cause and structured audit-compliant reporting clients could act on to prevent recurrence.

Accounts & HR Intern

Sep 2020 - Aug 2022

Ringier Radio Entertainments LLP | India

Built the onboarding, records, and payroll foundation.

- Managed employee onboarding and offboarding documentation - appointment letters, joining documents, personnel files, induction coordination - ensuring compliance with company policies and statutory requirements.
- Maintained employee records and HR documentation - attendance, leave records, employment contracts, confidential personnel information - ensuring data accuracy and labor-law compliance.
- Verified attendance and employee data, coordinated salary inputs, and maintained payroll documentation - supporting timely, accurate salary runs.
- Supported day-to-day HR and finance operations - responding to HR queries, preparing recruitment documentation, and monitoring receivables.

EDUCATION

M.S. in Accounting & Financial Forensics - Florida Institute of Technology | Melbourne, FL | Jan 2023 - May 2024

| **Student of the Year 2024**

Bachelor of Commerce - Bhavans Vivekananda Degree College | Hyderabad, India | Jun 2019 - Aug 2022 | **Student of the Year 2022**

CERTIFICATIONS

Sage Intacct Certification	2026
QuickBooks Certification	2025
U.S. Income Tax Preparation	2025
SAP in Finance	2024
Power BI	2023
National Stock Exchange of India	2022
SIE, Series 7 & Series 63	In Progress

SIGNATURE PROJECTS

Employee Onboarding Compliance Framework

Standardized onboarding documentation (I-9, W-4, E-Verify, new-hire paperwork) into one structured workflow with audit trails - 100% compliance with zero missing fields across every cycle.

Multi-State Payroll Compliance Standardization

Built reconciliation into the payroll run cycle across jurisdictions, cutting discrepancy risk measurably and keeping every statutory filing on time.

People Analytics Power BI Dashboard

Built Power BI dashboards with statistical modeling and machine learning that identified workforce anomalies and operational risks as decisions, not charts.