

# RESUME

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## CAREER OBJECTIVE

Experienced, skilled and qualified HUMAN RESOURCE MANAGEMENT with extensive knowledge of employee's hired and retire full life cycle and SAP HCM (s/4 Hana). Seeking a challenging opportunity as HR Generalist to enhance my technical skills and proficiency, parallel to work towards the best interest of the organization.

## PROFILE SUMMARY

- **MBA** with Specialization in **HUMAN RESOURCE MANAGEMENT**.
- **HR GENERALIST** Certified in **TALENT MAGNIFIER, INDIA**.
- **SAP HCM (S/4 HANA)** Certified in **HENRY HARVIN INSTITUTE, INDIA**.
- Have around 4+ years of total working experience in HR Domain including HR/HCM Payroll – Streamline and integrate essential workforce processes such as employee administration, organizational management, time management, benefits, payroll, and legal reporting.
- Excellent understanding of all aspects of the Human Resources business process with experience in gathering and analyzing business requirements for conceptual design. Strong functional background with excellent communication and interpersonal skills facilitates the communication of detailed technical information and providing technical assistance to customers, systems, and management and/or external sources

## SKILL

- **SAP HCM (S/4HANA)**
- **HR GENERALIST**
- **TIME MANAGEMENT**
- **TRAINING AND DEVELOPMENT**
- **PAYROLL**
- **ORGANIZATIONAL MANAGEMENT**
- **EMPLOYEE RELATION**
- **ADVANCE EXCEL**

## EXPERIENCE

### CERIDIAN GROUP OF COMPANIES

**Dayforce Technologies India Pvt. Ltd. (16<sup>th</sup> January 2023- Still)**

### DESIGNATION- PAYROLL SPECIALIST II

I am working for my client **JCB INDIA LIMITED** as Payroll Specialist- II. Drive efficacy in the Ceridian payroll system by analyzing payroll data. Process a full range of payroll transactions including garnishments, benefit deductions, overtime, bonus payments, and commissions for over 1100 exempt employees in Pune location.

- Responsible for Payroll internal and external Audit data.
- Taking Payroll policies and ESS System training for new joiners.
- Supporting employee code creation and Bank Account.
- Responsibility of monthly end to end payroll processing for clients, including verification of input and output.
- Preparing F&F and coordinate to finance team for payment processing.
- Also processing Indian payroll for transfer employee to UK including UK Allowance. Calculating UK tax as per employee's allowance.
- Prepare Employees documents for visa and secondment letter.
- Also Deal with Company Union and staff for payroll queries like Leaves, Attendance, LOP, LOPR, Salary Advance, Bank Loan and Taxation.
- Coordinate with finance team for various advance like maternity, Bank loan, Notice Pay reimbursement, relocation advance and salary advance.
- Coordinate with fiancé team for payroll related monthly audit.
- Preparing monthly challans and compliance report like Professional Tax and Employee Provident Fund.

- UAN creation for new joiners.
- Also coordinate and checking vender bills.
- Also coordinate with employee engagement activities like Birthday Calibration and various sports.

**PAYSQUARE CONSULTANCY (13<sup>th</sup> APRIL 2022- 13<sup>th</sup> January 2023)**  
**DESIGNATION- SAP ASSOCIATE**

Drive efficacy in the SAP payroll system by analyzing payroll data. Process a full range of payroll transactions including garnishments, benefit deductions, overtime, bonus payments, and commissions for over 2500 exempt and nonexempt employees in multiple states.

- Paysquare Consultancy is leading HR & Payroll Outsourcing Company in India. Specialize in Payroll Management, Time management, leave, Attendance, Task and Compensation etc.
- Responsibility of monthly end to end payroll processing for 3 clients, including verification of input and output.
- Complete monthly payroll, including adjustments when required, effectively utilizing HR/Benefits software.
- Collaborate closely with Director of Payroll and IT staff to maintain the integrity of employee data and relevant payroll and benefits data.
- Liaise with Payroll department, benefits broker and carriers to resolve employee payroll and benefits matters. Serve as a consultant for difficult situations; provide best practices to workplace disputes, coach and drive positive organizational change, and maintain high ethical standards and confidentiality.
- Handling 2500 employees queries regarding salary, income tax, from 16, investment declaration etc.
- Preparing reports required by the Client such as Department wise reports, Location wise PT report, variance report, comparative payroll summary.
- Co-ordinate with various department to obtain timely new joiner, resignee, status changes information every month, check for discrepancies & ensure timely correct disbursement of salary to each of the outsourced employee.
- Preparing payment report Bank Upload (Salary upload format)
- Prepare reconciliation salary Pay head wise Gross salary and net salary part to previous month to current month salary register and Tax register.
- Prepare reimbursement working ie LTA and Medical eligibility for the year and make payment as per eligibility.
- Preparing reports for payment of statutory dues including TDS, Prof. Tax, Provident fund, ESIC etc.
- Prepare manually tax register as well as systematic for cross check of TDS calculation for current month.
- Ensuring Live Payslips and Tax sheets to Client after finalize salary (employees).
- Solving Help Desk queries relating to Taxation
- Processing of Full & Final settlement of resigned employee
- Co-ordinating with coordinator for the smooth processing of payroll.
- Maintained employee Master data (PA30) and provide Ad-hoc reports and analysis as requested.

**ROYAL CONSTRUCTION (18<sup>th</sup> APR 2019 to 22<sup>nd</sup> DEC 2021)**

**DESIGNATION – HR AND ADMIN EXECUTIVE**

Managed Recruitment, payroll administration, and records management. Maintained and updated employee benefits and records; collaborated with an accountant to ensure accurate payroll.

- Administered on-boarding process for new employees and new-hire orientation program •
- Issuing of various types' of letters i.e. Offer Letter, Appointment Letter, Extension Letter, Increment Letter and Absenteeism notice, Holiday Notice, Warning Letter, Experience Letter and Relieving Letter etc.
- Assists in the pursuit of workplace safety. Performs workplace inspections.
- Organizes and conducts employee information meetings on employment policy, benefits, and compensation and participates actively on various joint committees. Provides and assists management and employees in maintaining effective communication. Follows up on all employee concerns.
- Advises and assists other departmental managers in interpretation and administration of personnel policies and programs. Provides advice in the proper and legal handling of hiring, terminations and resignations as well as disciplinary warnings and probation periods.

- Ensures compliance and keeps up-to-date with all legislation such as Employment Standards Act, Pay Equity Act, Occupational Health and Safety Act and Human Rights Code.
- Responsibility of monthly end to end payroll processing in SAP Software including verification of input and output.
- End to end responsibilities for administering all payroll related data including processing starters, leavers, employee changes, leave of absences.
- Taking follow up from contractors of their monthly compliance.
- Maintaining employee personal file and records, communicating HR policies & across the organization at all levels.
- Processing of Full & Final settlement of resigned employee.

#### **ADDITIONAL KNOWLEDGE - SAP HCM**

In training session, I have Completed 2 End to End full cycle implementation of SAP-HR/HCR module including business process analysis, conceptual design, blue printing, configuration, testing and production support. Experience in functional configuration of PA, OM, TM, Payroll sub-modules of SAP HR.

- Creating Organization Structure using Simple Maintenance, Create Organizational units, location and their description, Jobs and their description, Positions and Their description, Maintained the number ranges for organizational units and Tasks through Expert Mode. • PPOC\_OLD, PPOM\_OLD, PPOS\_OLD, OBY6.
- Defined the Enterprise Structure, Personnel Structure and Pay Scale Structure for the enterprise and linked the Pay Scale and Enterprise Structures. Configured user parameters and the number range intervals for personnel numbers. • Configured personal data, Customized the basic settings for Personnel Administration, Customized personnel actions and the reason for change in personnel actions, Created dynamic actions. • Hiring and Termination • Maintain tables under - PE03, NUMKR, IGMOD and PINCH. • PA30, PA40, PA10, PA20

#### **ACADEMIC RECORD**

- **MBA** - HR Form Pune University With **7.8 CGPA** (2020)
- **B.Com** - Form YCMOU University Nashik With **60.90%** (2017)
- **10+2** - Shriman V.P Desai jr.College Kowad With **52.8%** (2013)
- **10** - Dundage High-School Dundage With **86.91%** (2011)

#### **PERSONAL DETAILS**

Name	:	Amol Ashok Ambewadkar
Address	:	At/Post-Kudnur, Tal-Chandgad, Dist-Kolhapur, 416508
Date of Birth	:	15th June 1995
Marital Status	:	Married
Languages Known	:	English, Marathi and Hindi

#### **DECLARATION**

I hereby declare that all the information mentioned above is true.

Yours Sincerely  
Amol Ambewadkar