

**Shrutika Pajabrao Dongre**

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**PROFESSIONAL SNAPSHOT**

Results-driven Payroll Specialist with significant experience managing **Australia, New Zealand, and South Korea** payroll processes. Adept at payroll system configuration, legislative compliance, and payroll issue resolution, with hands-on expertise in end-to-end payroll management, testing, and reporting. Proven ability to ensure timely and accurate payroll processing while adhering to regional regulations and delivering exceptional client satisfaction.

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**PROFESSIONAL EXPERIENCE****Neeyamo Enterprise Solutions, Nagpur****Senior Product Specialist**

*August 2022 – Present*

- Comprehensive knowledge of **Australia & New Zealand payroll legislation** including Superannuation, Payroll Tax, Single Touch Payroll (STP) Reports, Marginal Tax Calculation, IRD (Inland Revenue Department) Reports, Pay Day Filing, Average Rates Calculation, and KiwiSaver.
  - Hands-on experience with **South Korea payroll** processes, ensuring accurate implementation and compliance with local legislation.
  - Spearheaded **payroll system implementation** and integrated clients into payroll platforms such as **Attaché** for Australia.
  - Managed payroll testing including **parallel runs**, reconciliation, unit testing, scenario testing, and **User Acceptance Testing (UAT)** to ensure system accuracy and process validation.
  - Acted as the initial **point of escalation** for payroll-related issues, providing timely resolutions to client queries and process bottlenecks.
  - Led **Governance calls, Steerco meetings, and regional meetings** to address challenges and enhance payroll procedures for multiple clients.
  - Validated payroll inputs and outputs, ensuring accurate generation of reports including **pay slips, General Ledger (GL)**, bank reports, and other customized outputs in line with client requirements.
  - Managed **Bring In House (BIH)** logic configuration for ANZ & Peru payrolls, optimizing system efficiency and client satisfaction.
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SKILLS

- **Integrated Payroll Systems:** Attaché (Australia)
- **System Configuration:** Expertise in configuring payroll systems for new clients
- **Deadline Management:** Proven ability to meet payroll deadlines within tight schedules
- **Accuracy & Quality Control:** Strong focus on maintaining accuracy at both Checker and Maker levels
- **Multitasking:** Skilled in managing various portals including **Neo-suits**, time & absence systems, and service desk for issue resolution
- **Technical Feasibility:** Excellent technical skills to troubleshoot and resolve payroll system issues
- **Other Skills:** Strong communication, proficiency in Excel and Microsoft tools, teamwork, problem-solving, and time management

ACADEMIC DETAILS

Qualification	Institution	Board/University	Year of Passing	Score
B.E. (Electrical Engineering)	Dr. Babasaheb Ambedkar College of Engineering and Research	RashtraSant Tukadoji Maharaj Nagpur University	2022	80.05%
Class 12	Mahatma Gandhi Junior College, Nagpur	Maharashtra State Board	2018	61.08%
Class 10	Dolphin High School	Maharashtra State Board	2016	79.20%

OBJECTIVE

To excel in a dynamic and competitive environment that fosters professional growth, where I can leverage my skills in payroll management, system configuration, and legislative compliance to contribute to the success and efficiency of the organization.

Date: