

RUTUJA GITE

Global Payroll Senior Product Specialist

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Pune, Maharashtra, 411015

SUMMARY

A payroll service delivery partner with 3.3 years of experience in UK payroll. Also, having experience as a process adjudicator within domain department. In my current role, I am managing the end-to-end UK payroll of all the customers and meeting the deliverables on time. Adhering to the agreed timescales, legislation, and company policies while also supporting any technical queries from clients. Performing internal quality audits for the operations and smooth functioning of the payroll routine and process flow. Proficiently working on the **Payrite and PayNComp** software for payroll processing and extracting payregister.

EXPERIENCE

Global Payroll Senior Product Specialist

2019 - Present

Neeeyamo Enterprise Solution Pvt Ltd.

Hinjewadi, Pune

In my current position, I handled payroll as a payroll processing expert as well as manage the all-implementation input data gathering while the client is in the transition process. Managing the queries and providing timely resolutions with more details and a clear understanding.

- Develop internal team relations to derive the best results for clients.
- Interacting with clients regarding the requirements of payroll.
- Addressing all the payroll and payments related queries with appropriate solution.
- Handling the BACK's and all the HMRC submissions within deadlines.

PAYROLL PROCESS:

- Handling end to end payroll and Payments processing for live clients approx. 900+ headcount on monthly basis for multiple clients within SLA and 100% accuracy from pre-payroll activities to post payroll activities.
- Collate Payroll inputs and share with payroll provider as per Payroll cut off dates.
- Input validation new joiners, Leavers, One time earnings and deductions, working on the new joiner and termination checklist.
- Ensuring employees' salaries are paid accurately and maintaining TAT, necessary Salary Journals are posted immediate after payroll is approved.
- Working on manual calculations of termination, new joiner, Statutory Maternity Pay, Statutory sick pay and Company sick pay, Overtime, Leave Encashment.
- As per the inputs, processing the payroll and validate the output and provide the sign off for final payroll register.
- Validate pay slips of the employees and providing final pay slips.
- Processing off cycle payroll for employees.
- Manage Employee Helpdesk queries. Also, handling the queries related to the pay and Pay slips as well.

COMPLIANCE REPORTING:

- Working on the compliance reporting as per the authority provides.
- Establish and maintain efficient ongoing relationships with Client.
- Working on in-house tools to generate payslips and post payroll reports.
- Interaction with clients and their employees to resolve queries related to payroll system through emails and teams call.

OTHER ACTIVITIES INCLUDED

- Internal documentation.
- Training new joiners within the team.
- Payroll and Payment calendar updating and validation.
- Attend internal training sessions as and when required, attempt tests and quizzes.
- Pre-payroll meeting with client before starting payroll and their payment disbursement.

OTHER COMPUTER KNOWLEDGE

- Well versed with MS Office
- Internet Browsing
- Basic computer knowledge
- Tally ERP9 – Certification
- Certified in Typing Speed Test 30-40 wpm

SKILLS

Payroll Processing · Customer Service · Compliance Files · Implementations · Corporate Communications · Vendor Management · Microsoft Excel · Global Client Management · Payrite · PayNComp System

ACHIEVEMENTS

- ★ Awarded as "Employee of the Month"
Awarded as "Torchbearer of the month"
- ★ Awarded Best payroll Performance as "Know Your Champion Honor"

EDUCATION

•Master of Commerce in Cost and Works Accounting

Garware College of commerce

2017 - 2019

SPPU, Pune

CGPA | 8.5 / 10

•Bachelor of commerce in Cost and Works Accounting

Annasaheb Waghire College

2014 - 2017

SSPU, Pune

Percentage | 72% / 100