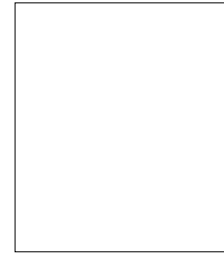


RESUME

- ❖ Mrs. Pooja Amit Patil
- ❖ E-mail- pp5894925@gmail.com
- ❖ Mob No. 9637343872



❖ Career Objective:

- An effective communicator with excellent relationship building & interpersonal Skills strong analytical, problem solving & organizational abilities, Possess a flexible & detail oriented attitude.
- Strong leadership skills able to prioritize, delegate tasks and make sound decision.
- To work in an innovative and challenging environment where acquired skills and education will be utilized towards continuous growth and advancement of company and self.

❖ Educational Qualification:

Name Of Course	University	Year Of Passing	CGPA / %	Grade
S.S.C.	Maharashtra Board	2012	70.80%	First Class
H.S.C.	Maharashtra Board	2014	54%	Second Class
B.sc	Kolhapur	2017	63%	First Class
M.sc	Kolhapur	2029	60%	First Class

❖ Curriculum Activities:

- Softs Skill Development Programme

❖ Key Skills:

- Positive Attitude
- Time Management
- Confident

❖ **Work Experience:**

- **GTL Software Pvt.ltd (Pune)**

As Payroll Associate – (Nov 22 to Currently Working)

- 1) Identifying errors or missing documentation provided by the client and reporting them to the responsible for given client.
- 2) Process payroll updates, adjustments, deductions and garnishments for employee record changes, leaves of absence, payroll status updates.
- 3) Working within defined processes ensure all payment are successfully managed in timely way.

- **Paysquare Consultancy Ltd. (Pune)**

As Payroll Payroll Associate –1Year

8 Months (March 2021 to Nov 22)

- 1) Paysquare is able to offer a high degree of automation in its payroll outsourcing business.
- 2) Prepare all Payroll related Statutory Reports, Monthly MIS Report, F&F Report, Daily Report, Reimbursement & Investment Process.
- 3) To manage day to day operations of the payroll activities and complete within deadline.
- 4) To submit reports in the agreed format and as per guidelines provided without fail.
- 5) To take help of higher authority to get the work done as and when the normal efforts fail to get results.
- 6) To maintain transparency and high integrity in all communication with all concerned which Helps in establishing productive relationship with all.
- 7) Strong interpersonal skills and ability to professionally interact with managers, staff and Officers at all levels of the organization with diplomacy and professionalism.
- 8) Client Management, Adhoc Client meetings, help desk arrangement for resolving employee queries.
- 9) TDS & Tax Planning, Investment declaration & actual proofs checking, CTC revision & various components changes

❖ **Personal Information:**

- Name - Pooja Amit Patil
- Date Of Birth - 18-Aug-1996
- Marital Status - Married
- Hobbies - Internet Surfing, Reading.
- Address - Chinchwad Goan Pune Pin-411033
- Languages - English, Hindi, Marathi.

❖ **Declaration:**

- The Above information is truth and authentic with best of my knowledge and experience.

❖ **Date:**

Signature:

❖ **Place:**