

# NANDULAL JADHAV

Senior Payroll Executive

📍 Warje Malwadi, Pune, Maharashtra - 411058 | 📞 7744881528 | ✉️ [nandulaljadhav2@gmail.com](mailto:nandulaljadhav2@gmail.com)

## Professional Summary

Aspect	Details
Summary	Dedicated payroll expert with 3+ years of experience.

Dedicated payroll expert with 3+ years of experience in managing payroll processes, statutory compliance, and employee benefits. Proficient in delivering error-free payroll systems and resolving employee queries efficiently while maintaining confidentiality and compliance with legal requirements.

## Experience

Company	Role	Tenure
Payline India Tech Services Pvt. Ltd.	Senior Payroll Executive	March 2023 – Present
Electronica Finsmart Solutions Pvt. Ltd.	Senior Payroll Executive	June 2023 – January 2024
Paysquare Consultancy Pvt. Ltd.	Payroll Analyst	December 2021 – September 2023

### Payline India Tech Services Pvt. Ltd.

**Senior Payroll Executive | March 2023 – Present**

**- Process and manage the organization's payroll system to ensure accurate and timely salary disbursement.**

**Verify and reconcile payroll data, including attendance, leaves, overtime, and deductions**

Calculate salaries, bonuses, incentives, and other compensation components.

Maintain accurate payroll records and employee data, including tax documents and compliance reports.

Ensure compliance with statutory requirements, such as PF, ESI, TDS, and professional tax.

Handle payroll queries and provide timely resolution to employees.

Coordinate with HR and Finance teams for new joiners, exits, and salary adjustments.

Prepare periodic payroll reports, including salary statements, cost summaries, and tax filings.

Stay updated with labor laws and taxation changes to ensure adherence to legal regulations.

Manage payroll audits and provide necessary documentation and support during inspections.

### **Electronica Finsmart Solutions Pvt. Ltd.**

#### **Senior Payroll Executive | June 2023 – January 2024**

- Supervised payroll for over 1,500 employees, ensuring compliance and timely salary disbursement.**
- Conducted compliance checks and managed return filings using Precision software.**
- Prepared audit-ready reports and shared insights with the management team.**

### **Paysquare Consultancy Pvt. Ltd.**

#### **Payroll Analyst | December 2021 – September 2023**

- Managed payroll for 1,500+ employees across IT and manufacturing sectors.**
- Oversaw statutory compliance and reimbursement verification with high accuracy.**

**- Addressed employee concerns promptly and maintained audit-compliant payroll data.**

## **Education**

Degree	Institution	Year
B.Com	Pune University	2018
HSC	Yashwantrao Chavan College	2014
SSC	Mamasaheb Mohol School	2012

**Bachelor of Commerce (B.Com) | Pune University | Completed: 2018**  
**Sanskar Mandir Arts and Commerce College**

**Higher Secondary Certificate (HSC) | HSC Board | Completed:**  
**February 2014**

**Yashwantrao Chavan College - Paud Road**

**Secondary School Certificate (SSC) | SSC Board | Completed: March**  
**2012**

**Mamasaheb Mohol School - Warje Malwadi**

## **Key Skills**

Skill	Description
Payroll Expertise	Salary processing, statutory deductions
Technical Skills	Ascent Payroll, Advanced Excel

Payroll Expertise: Salary processing, statutory deductions, and compliance

Technical Skills: Ascent Payroll, Precision, Advanced Excel (VLOOKUP, Pivot Tables)

Compliance Management: PF, ESIC, PT, TDS, LWF

Communication: Efficient query resolution and cross-functional collaboration

## **Computer Proficiency**

Payroll Software: Ascent Payroll, Precision

Advanced MS Excel: VLOOKUP, Pivot Tables, and Complex Formulas

Tax Compliance Tools: Expertise in generating accurate statutory reports

## Languages

Language	Proficiency
Hindi	Fluent
English	Conversational
Marathi	Fluent

Hindi: Fluent

English: Conversational

Marathi: Fluent

## Interests

Knowledge Sharing: Mentoring peers and improving payroll systems

Traveling: Exploring diverse cultures and perspectives

Fitness: Maintaining an active lifestyle

## Personal Details

Full Name: Nandulal Shivram Jadhav

Date of Birth: December 31, 1995

Gender: Male

Marital Status: Unmarried

Nationality: Indian

## Declaration

I hereby declare that the above information is accurate to the best of my knowledge.

**Nandulal Shivram Jadhav**