SWARAJ SANGARE

SAP | PAYROLL SPECIALIST

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in Pune, Maharashtra

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EDUCATION

2008
B.COM
University of Pune, Pune

2004
H.S.C
M.I.T Jr. College, Pune

2002
S.S.C
M.I.T School, Pune

SKILLS

- SAP payroll system
- Star payroll system
- Oracle application system
- Team oriented and co-operative
- Calm and professional under pressure
- Proactive self-starter

LANGUAGES

- English
- Hindi
- Marathi

PROFILE

- Senior Payroll and Account Specialist with 12 years experience.
- Consistently meet operation goal along with report generation, report analysis, error resolution.
- Have always prioritized the work and planned in proper manner.
- Proactive self starter with minimum supervision also team oriented and co-operative.

EXPERIENCE

Process Specialist   Feb 2023 – Till Date
Infosys BPM, Pune

- To manage and perform payroll task as per timelines, reviews and validates the inputs, process payroll information in line with company policy and procedures.
- Executes payroll tasks as per prescribed guidelines and timelines in order to meet SLA targets.
- Support the team leader in the daily huddles, provides inputs on processes to the team in order to ensure delivery predictability.
- Executes transactions in order to meet quality standards, conducts quality check programs as part of the quality plan in order to ensure adherence to process steps.
- Handles to resolve escalations at the process level in order to ensure high customer satisfaction.

Senior Customer Service Executive   Apr 2018 – Aug 2022
Top Source Global Solutions Ltd, Pune

- Planning and execution of UK Payroll processing weekly and monthly payroll for clients based in UK with payroll processing reports (pre- live and post- live).
- Ensuring adherence to the checklist generate ad-hoc reports to analyze payroll data.
- Ensure payroll processes are effectively and efficiently adhered to maintain and publish periodic dashboard, MIS reports.
- Reconciliation of payroll, auditing periodic review of process and training documents.
- Managing multiple payroll clients ensuring that all outputs delivered to client meet the stringent standards set out in the SLA.
- Submission of forms P45, P46 to HMRC regularly, preparing and sending form P32 to all the clients every month.
- Calculating and processing statutory pay such as maternity pay, paternity pay sick pay and adoption pay and keeping track for these details updating clients on regular basis.
- Processing statutory deduction such as student loan, attachments, PAYE and NI.

Senior Accountant   Aug 2014 – Mar 2018
Trends Technology, Pune

- Provisional balance sheet /finalization of balance sheet, monthly received data, monthly expenses data, P/L account.
- Manage annual audit and other compliance audits to ensure financial records are maintained as per compliance.
- Issue cheque, bank statement, vendor payment, outstanding bill payments, cheque deposit, online transfer, vendor payment, outstanding bill payments.
- Responsible for all aspects of accounting accounts payable, accounts receivable, general ledger entries, bank reconciliation, expenses reports.
- As per the guidance by CA organizing and maintaining all financial records.

Process Associate   August 2012 – July 2014
Steria India Ltd, Pune

- Checking and collecting timesheet data and payroll information
- Entering data into oracle application system.
- Calculating pay raises, wages, benefits, commission, shift payments and overtime compensation.
- Issuing tax forms and related documentation and assisting employees to complete them.
- Maintaining accurate records of payroll documentation and transaction.
- Resolving issues employees have with timesheet, pay slip and other payroll matters.
- Changing employee bank records when necessary to process payments accurately.