


SHUBHANGI SWAMI

PAYROLL ASSOCIATE



 9657338703

 shubhangilswami@gmail.com

 Flat no.1003, B9 building, Mangal Bhairav society, Nanded City, Sinhgad road, Pune

PROFILE

I have 12+ experience in accounting. I am currently working as a payroll associate. I am a quick learner and really adaptive. Highly dynamic Payroll Specialist adept in accurately entering, maintaining and processing information in payroll systems. Proficient in ensuring proper payroll deductions for taxes, benefits and other deductions. Experienced in solving problems concerning payroll, answering inquiries and enforcing payroll policies.

SKILLS

- Payroll accounting
- Payroll processing
- Payroll management
- Statutory compliance
- Software- SAP, Ascent, Oracle
- Accounts payable
- Travel and expense accounting

EXPERIENCE

PAYROLL ASSOCIATE

John Deere India Pvt. Ltd.

2018 - Present

- Leading India in-house payroll
- Managing team of two members and guidance to new members
- End to end payroll for 6000+ employees.
- Handling employee related reimbursement, mobile relocation, notice pay, certification employee advance.
- Preparation of variation report and net to net comparison.
- Payroll accounting entries and exhibits.
- Black line-GL reconciliation and comparison.
- Handling monthly and quarterly closing.
- Preparation and payment of statutory dues- TDS, Profession tax, LWF, ESIC and PF with returns.
- Review of full and final settlement and gratuity payment.
- Taking care of employee queries- salary, tax deduction and investment declaration.
- Handling internal and statutory audit.
- Taking care of company car lease policy with vendor payments and accounting.
- Software handling- Ascent, SAP and Oracle.

EDUCATION

SECONDARY SCHOOL

KBHK School
2001-2002

BACHELOR OF COMMERCE

R.K Commerce College Kolhapur
2002-2005

SUMMARY

Aiming at constant upgradation, both professionally as well as personally, in my career, with emphasis on organisation's success through my hard work. I want to work in a challenging environment and derive professional satisfaction there from.

ACCOUNTS PAYABLE - SOUTH AFRICA UNIT

- PO and Non PO and one time vendor invoice booking
- Freight and other charges invoice booking
- Vendor and GL reconciliation
- Charge back process
- Updating and verifying business invoice tracker
- Vendor payment process

TRAVEL AND EXPENSE

- Vouching, booking and reimbursement of TND claims
- Preparation of weekly payment list
- Handling month end closing activity
- Coordination with bank for company credit cards
- Arrangement of FOREX
- Handling help desk to resolve employee queries
- Taking care of employees reimbursement, domestic and international travel

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint)
- SAP FICO Module, Oracle system
- I am self-motivated and hard working
- Ability to handle torch bearing situation
- Provide guidance to new employees and flex employees
- I have great team bonding spirit