

AshviniNangare

Contact Details

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Career Objectives :

To obtain the position of a Payroll Specialist with a view to utilize my skills and experience towards professional growth and development in a prestigious organization

Summary of Experience :

- Expert in Income Tax (928 Salary) filling Quarterly returns, Form16, Investment Proofs verification
 - In-depth knowledge of the principles and techniques of payroll preparation
 - Knowledge of payroll reconciliation, tracking and reporting
 - Potential to work independently, prioritize work, and meet deadlines
 - knowledge of statutory compliances like PF, ESIC, PT, LWF, Income Tax
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Work Experience :

Current Organization : Topsource Worldwide Solutions

Duration : 8th Aug 2019 to till Date

Designation : Sr. Payroll Associate

Job profile :

Monthly Payroll Head Count - 3000

- **Preparing Monthly payroll planner/Calendar for all clients**
- **Investment Proofs verification & Tax checking as per the IT rules**
- **Quarterly Filling of TDS Returns (92B Salary)**
- **Preparation & Verification of Form16**
- **Verification of Reimbursement bills like LTA, Telephone, Fuel etc.**
- **Maintaining files of all hard copies/soft copies of inputs and reimbursements, IT declaration and actual investment proofs.**
- **Verification of monthly payroll Inputs received from client**
- **Preparation of Input upload files & uploading into payroll processing software**
- **Dedicated to completing all payroll tasks with perfect precision and efficiency**
- **Preparation of Payroll Headcount for all clients**

- Verification of Salary Register, Income Tax Report, Emp Master, CTC Master and statutory deductions like PF, ESIC, PT, LWF.
- Preparation of salary/CTC/Emp Master Variance report
- Verification of Bank File / Bank Advice
- Ensure timely and accurate payroll processing
- Assist payroll Executives in conducting research on discrepancies of payroll information and documentation before processing
- Handling employee Queries, Perform responsibilities of assisting employees, coordinators with database training, payroll issues on a regular basis
- Process end-to-end payrolls including accurate salary data entry, revised or changes in inputs, employee data maintenance and reconciliation of salary data and issues
- Completing MIS Reports on time as committed to clients
- Preparation of statutory reports like PF, ESIC, PT, TDS, LWF

Other Activities

- Management of Leave Balances & records
- Preparing Monthly PF/ESIC/PT Challans
- Bonus working for Manufacturing client
- Arranging Training for client employees for Investment Proofs/Reimbursement submission.
- ESS Portal training for new client employees

Previous Organization : Arwade Infrastructure Limited

Duration : 09April 2017 to To Aug 2019

Designation : HR Admin Assistant

Job profile :

- Managed employee exit interviews and paperwork.
- Verified and investigated employment claims and data.
- Recruited and screened qualified potential employees.
- Track the attendance of all staff day wise in provided excel format (or) in the Spine Software as per organization requirement and communication
- Provide this information on monthly basis to the HR and Admin Manager for payroll input
- Maintain the complete data base of all employees in payroll in specified excel sheet / Spine Software and update them regularly with any changes
- Maintain and update the organograms for the district along with the master data of employees
- Ensure resignation letters are received for employees who intend to leave.
- Prepared monthly, weekly, and daily logs using Microsoft Office Suite.
- Maintained and scheduled complex calendars.
- Coordinate and manage a wide range of employee engagement activities on regular basis • Collaborate with District Manger on programs / activities that will maximize employee engagement and satisfaction
- Maintained MIS report manage
- PF ESIC new employee IP created on portal and prepare ESIC challans.
- Prepared monthly, weekly, and daily logs using Microsoft Office Suite.

Educational Summary :

- Achieved Master (MBA HR & Finance) degree in Y.M.I.M. Karad from Bharati Vidyapeeth University, Pune, Pune in the year 2015
- Software package - Ascent Software, MS Office, Portico Software, ERP Far vision Payroll Software.

Personal Details :

- Date of Birth : 16th oct 1992
- Marital Status : Married (2020)
- Language Known : English, Hindi, Marathi.

I do hereby declare that all the above information furnished by me is true to the best of my knowledge.

Place : Pune

Date :

(Ashvini Nangare)