

ROHIT DILIP SALUNKE

Room No-371, Kshipra Society, Sagar Nagar, Upper Depot Pada,
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OBJECTIVE:

- Remain calm and professional in a pressured environment.
 - Able to work successfully in a team as well as individual work environment.
 - In-depth ability to speak, writes, read and understand English, Hindi and Marathi.
 - Always work with positive attitude.
 - Knowledge of Microsoft office, Excel, Word, and Internet.
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WORK EXPERIENCE:

- CORIENT BUSINESS SOLUTIONS PVT. LTD.

(As a Analyst – UK Payroll Ops – Payroll From May 23, 2022 to April 30, 2024)

- Payroll Software knowledge in Sage 50 cloud
- End to End Payroll Processing (Monthly, Weekly, Four Weekly etc.)
- Check notices & applying tax code by Electronically or by Manually
- Reports uploading to DMSpro Software
- Reviewing the payrolls & Pension submission
- Sending it to client through Accsend Software
- Submitting it to HMRC (FPS & EPS)
- Email handling
- Year-end procedure
- Query resolution
- Follow up with clients for pay run inputs

- VARDANI ENTERPRISES

(As Back-office coordinator from August 1, 2019 to May 22, 2022)

- Taking details of vehicles, safeguards, materials, fiber cuts and corrective maintenance on dailybasis
- Making compliance report.
- Making corrective maintenance measurements report both Tata communication & VIL
- Making and maintaining monthly muster of all employees.
- Manage end to end recruitment process
- Filling RTGS/NEFT forms and submitting into bank & maintain record in excel.
- Maintaining all expenses details in excel.
- Making stock statement on monthly basis.

- PATHFINDERS FINANCIAL APPROACH PVT. LTD.
(As a Back Office Executive from November 10, 2016 to July 9, 2019)

- Filling Demat Account Opening Application Forms.
- Sending Demat Account Opening Application Forms to out of Mumbai clients by courier.
- Making calls for Demat Account Opening to clients & taking follow ups
- Resolving customer's query.
- Making cheques of expenses bills & making entries in excel & keep updated that excel.
- Making & maintaining monthly muster of all employees.

- VRAJ GROUP (MAHESH TRADING COMPANY)
(As a Back Office Assistant from April 24, 2015 to September 19, 2016)

- Invoice Registration
- Making Pending MRN Report & Follow up for Pending MRN with site
- Making Pending Invoice Report & Follow up for Pending Invoice with site
- Making Covering Letter of Invoices
- Making Outstanding Report
- Making Rate Different & Short Qty, Report
- Sending Mails to site for MRN
- Sending Mails to site for Invoices
- Updating Advance Shipping Note (ASN) in L&T Portal
- Checking Daily Payment in Portal & Sending Invoice wise details to UTCL
- Updating Credit Note in Exact my RMC Software
- Making Quantity Confirmation Report
- Quoting Offers in Portal

ACADEMIA:

T.Y.B.com from K. J. Somaiya College of Arts & Commerce in 2012
HSC from K. J. Somaiya College of Arts & Commerce in 2009
SSC from Sandesh Vidyalaya School in 2007

SKILLS:

MS-CIT Tally ERP 9

MS Excel (VLOOKUP, HLOOKUP, PIVOT TABLE, COUNTIF, SUBTOTAL ETC), Mail Merge

Speed WPM 30

PERSONAL DOSSIER:

Date of Birth: 04th October, 1991

Marital Status: Married

Nationality: Indian

Known Languages: English, Hindi, Marathi (Read & Write)

Hobbies: Listening Music & Reading Books

Declaration:

I hereby declare that the information given here is true to the best of my knowledge.

(Rohit Dilip Salunke)