



Sonali Chandekar

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Objective

Goal-driven and punctual payroll specialist with excellent communication and writing skills. Multitasks effortlessly and keeps track of deadlines for delivering financial data to customer. Proficient in financial software programs including Microsoft Word and Excel, Payncomp, Neosuite.

Experience

- Neeyamo Enterprises solution** 01-08-2022 - working
Senior product specialist
Worked for Singapore payroll with two years of experience in payroll processing including compliance

Roles And Responsibility

- Accurately calculating and processing client payrolls, including taxes, employee benefits, garnishments, sick leave, and other payroll deductions
Maintaining payroll records and ensuring all data is entered into the payroll system accurately and in a timely manner
Ensuring legal compliance is always maintained
Providing excellent customer service by answering payroll-related questions and resolving any issues in a timely and efficient manner
Maintaining accurate records and producing payroll reports
Keeping up to date with changes in payroll laws and regulations and communicating any changes to clients
Collaborating with the HR team to ensure employee records are up-to-date and accurate
Participating in ad hoc and special projects to improve payroll processes

Education

- Jhulelal Institute of Technology** Pursuing
MBA
- Jhulelal Institute of Technology** 2022
B.E
74
- Bhalerao Junior Science College** 2018
HSC
68
- Jawahar Kanya Vidyalaya** 2016
SSC
82

Skills

- Problem solver
- Time management
- Confidentiality
- Adaptability
- Payroll systems experience
- Tax regulations compliance
- Technological proficiency

Projects

- **Corpay integration of salary disbursement**

We have automated the salary disbursement file through corpay to process the employees salary in timeline and reduce manual work.

- **Migration of Client onboarding**

We have migrated the live customer to latest version, it will help to streamline the process and improve the efficiency of product.

Achievements & Awards

- Completed certification for Singapore payroll
- Receiving annual best country award for processing smoothly payroll

Languages

- English
- Hindi
- Marathi