

Profile Summary

- I have 4 years of experience handling payroll, statutory compliance, and audit responsibilities.
- I have experience in solving employee queries, handling insurance inquiries, maintaining insurance data, and managing policy renewals.
- Also worked on intern payments, consultant payments,
- annual data preparation, and salary revision planning.

Career Brief**Current Employer: ACCOPS System PVT Limited**

Accops is a one-stop-shop for building a simple and integrated workspace for business users, offering seamless access to modern web applications, SaaS applications, client-server application.

Duration: From Feb 23 till date

Role-Compensation and

Benefit(Salary, Increment letter, Input preparation, insurance etc.)

Designation: Senior Payroll (Specialist)

Location: Pune, Maharashtra, India

Functional Contribution at Accops System.

Onboarding: Working to establish an Onboarding plan, 30-60-90 days review for New Joiners, targeting to minimize Infant attrition through an effective Onboarding process.

Employee Engagement: Preparing Engagement calendar, initiation of virtual engagement activities, connect session with Managers/ Employees, Skip level connect.

Program Cycle Role out and Execution: Various program closure within timeline. HR Audit and assistance to Delivery team for effective closure. Merit cycle, Rewards, C&B Management.

Data Analytics: Data building for Business units on Attrition/ Retentions/ Role Change/ Internal Parity check/ D&I ratio etc. Data dashboards for review meetings.

Policy review and modifications: Comparison of existing Policies with Industry standards, modification or introduction of effective policy changes. Worked on restructuring Leave Policy, Relocation policy.

Exit Management: Exit interviews, Feedback analysis and clearance procedure for employees. Closure of Full and Final settlement and Exit documents. Working on automation of exit process.

Dispute Management: Handling sensitive cases under code of conduct, performance issue, and internal conflicts.

New Initiatives at Accops

- Exit process,
- Insurance data management Process,
- Salary Audit Process

Education

(2017-2019)

MBA in Human Resource Management from Pune University.

'A'+ Grade

(2011-2015)

Bachelor Electronics Engineering

'A' Grade - 67%

(2008-2011)

Diploma in Electronics and telecommunication. 81.33%

(2008)

SSC -(Chakan)-76.33%

Certification-

Completed Practical HR Training from Métier Institute (Jun 2021-Aug 2021)

HR Audit.

Software used-

Spine Software.
Grey-tip Software
Ascent Software

Recognition by employer

Star Award during June 23

Previous Employer:

PAY SQUARE CONSULTANCY PRIVATE LIMITED

Pay square is a company that offers payroll outsourcing, compliance, and technology-based services to HR and finance teams.

Duration: April 21 to Oct'21

Role: Monthly payroll processing

Designation: Payroll Assistant

Location: Pune, Maharashtra, India.

Functional Contribution at Pay-Square

- Responsible for monthly Payroll Processing.
 - Prepare monthly Attendance format, update New-joiners and resigned employees, including verification of Input/output.
- Handle and process data in payroll software.
- Check salary register with attendance input and HR input sheet.
- Verify salary attendance and additional payable.
- Check statutory reports including TDS, Professional tax, PF, ESIC, etc.
- Process monthly PT Payment and PT Return, PF Payment and PF Return.
- Responsible for resolving queries related to salary, Income tax, and Proof of Investment.
- Generate Form 16 through software.

Previous Employer-

NEXDIGM BUSINESS CONSULTING FORM PUNE

Nexdigm is a leading professional services group in India providing sound business and tax consulting and accounting services to international companies.

Duration: Dec 2019 to April 2021

Role: Monthly payroll processing

Designation: Payroll Assistant

Location: Pune, Maharashtra, India

Functional Contribution at Nexdigm

Designation-Payroll Associate

- Designing of CTC with break-up of Gross salary
- Responsibility of monthly Payroll Processing.
- Prepare monthly Attendance format, updating new joiner, resigned, including verification of Input/output.
- Handling and processing data in payroll software.
- Checking of salary register with attendance input and HR input sheet.
- Verify salary attendance, and additional payable.
- Checking of reports statutory including TDS, Professional tax.PF ESIC. Etc.
- Monthly PT Payment and PT Return PF Payment and PF Return
- Responsibility of query solving related to salary, Income tax, Proof of Investment.
- Generation of form 16 through software with signatory.

Highlights

Team Management

Problem solving Skill

Leadership

Stick to work

Personal Information:

DOB: 3rd^h Jun1992

Hobbies: Cooking

Marital Status: Married

Language: English, Marathi, Hindi

Address-Sant Tukaram Nagar
(Pimpri)

Near to Sant Tukaram Statue

Skills-

Vlook-up,

Hlook-up,

Pivot Table

Komal Sagar Shinde

Mob: 7038484782

Email: komalkelkar30@gmail.com

Previous Employer:

Company:

GREENVISSAGE BUSINESS CONSULTING FORM PUNE

Greenvissage is a consulting firm with the passion and expertise in helping companies setup in India and managing their finances, accounts, payroll, taxes and compliances.

At GreenVissage, our constant Endeavor is to help companies achieve growth that is scalable, sustainable, and hassle-free

Duration: Oct 18 to Nov 19

Role: Monthly Payroll Processing

Designation: Payroll Assistant

Location: Pune, Maharashtra, India

Declaration:

I here declare that all above information furnished herein true and correct to the best of my knowledge and belief.

Name-Komal Sagar Shinde

Date-

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