



Pravin Vitthal Sathe

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education

- **Greenfingers college of computer and Technology Akluj**
BCS (ECS) - 3rd year 2021
70.96
- **Greenfingers college of computer and Technology Akluj**
BCS (ECS) - 2nd year 2020
9.05 CGPA
- **Greenfingers college of computer and Technology Akluj**
BCS (ECS) - 1st year 2019
6.71CGPA
- **State Board of Maharashtra**
HSC 2015
60.92 %
- **State Board of Maharashtra**
SSC 2013
76.40 %

Projects

- **Online College Voting System.**
Technology - Python,HTML
Operating System - Windows10
Database - MySQL
Description - By using this Application we can choose the college student General Secretary (GS)

Skills

- Payroll knowledge.
- Python
- HTML
- CSS
- Backend My SQL
- MS Office & Excel
- Client Management
- .

Strength

- Positive Attitude
- Self Motivated
- Adaptability
- Management Capability

Interests

- Painting
- Swimming
- Listening to music
- Travelling

Experience

- **Accenture Services Pvt. Ltd**
Delivery Associate- HR Services

12 July 2022 - To present

1. Running Irish Bi-weekly payroll for over 2800 employees including New Hire, Termination, LOA (Leave of Absence), Benefits, MISS deduction, Laya and Stock Input.
2. Identifying payroll errors, reviewing timesheets and verifying data on payroll system interface.
3. Steering post-payroll reports and monthly pension reports; responding to customer service inquiries related to payroll earnings, deductions and tax withholding with support from senior payroll specialists.
4. Initiating escalation process for incidents and customer issues and driving timely resolution of the problems.
5. Applying knowledge of regulations and tax code to keep operations in compliance with applicable standards.
6. Providing support as HR and SPOC for all payroll-related internal inquiries.
7. Preparing and inputting journal entries for all payroll payments & accruals to PSDM for approval and reconciling all payroll accounts bi-weekly.
8. Performing calculations in end-to-end payroll processing in adherence to the "7 Key Controls" to provide accurate data to payroll processing database.
9. Documenting processes and conducting audits ensuring accurate benefits and payments roll-out to employees.

1. Follow the input/output process staying loyal to the set policies and guidelines defined by organization also, co-ordinating with In Country Partners for the smooth delivery of payroll (Philippines,Vietnam).
2. Apply the Social Securities and Tax rules as defined by the country Laws.
3. Act as a single point of contact between client & In-country partners and make sure that the payroll closes, and the salaries are disbursed on time to all employees.
4. Deliver client requirements on post payroll activities such as (Bank File, GL file,YTD etc as per client requirement).
5. Process Full and Final settlement of employees and make sure that the employee is paid and settled within the time defined by Labor Law.
6. Maintaining integrity and confidentiality of all the documents/ data pertaining to employee records and employee information.
7. Respond to Help desk Query employee tickets.
8. Prepare process document & update the same on timely basis.
9. Act as an Implementation partner to clients expected to Go live in APAC region (Philippines,Vietnam), understand their requirements and assist them accordingly in setting up with the system
10. Experience of year end process of 1 years. (End to end process). Basic from YTD Preparation, data entry and validation, documentation, submission etc.
11. Providing Training to New Joiners.

Personal Profile

- Date Of Birth - 24/08/1996
- Marital Status - Single
- Nationality - Indian

Languages

- English
- Hindi
- Marathi

Declaration

- I hereby declare that above mentioned information is correct to the best of knowledge and belief.

Date -
Place -