KM

Kunal Mergu

Analyst (Payroll Specialist) adept at overseeing payroll, documentation and reporting functions. Managed payroll activities for 30,000 employees in fast-paced environment and consistentlycompleted payroll runs without delays. High-level technical skills and attention to detail leading to optimum outcomes.

Location
Pune, IN

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Experience

May 2019 – To present
Analyst (Payroll Specialist)| ADP India Pvt Ltd. | Pune

Started in May 2019 and currently working as Analyst (Payroll Specialist) for multiple US clients

- Generate Preview registers for associates who received direct deposits to complete payroll distribution.
- Performed Gross to net calculations to payroll processing database.
- Reviewed time records for 30,000 employees to verify accuracy of information.
- Investigated payroll variances and employee claims to resolve discrepancies and balance financial records.
- Produced payroll activities documentation and reports to meet corporate guidelines and promote transparency.
- Applied knowledge of regulations, employment law, and tax code to keep operations in compliance with applicable standards.
- Uploaded time records into computer system and made adjustments to create accurate database for payroll processing functions.
- Researched payroll errors and processed payments for federal and state taxes, social security, Medicare and various employee deductions, annuity contributions, and retirement plan withholdings.
- Offered payroll-related subject matter expertise to management and employees to resolve payroll discrepancies.

Education

Bachelors of Computer Application | 2006 – 2009 | TMU Pune

Key Achievements

- Received multiple RnR Awards in ADP.
- Received multiple appreciations from ADP Payroll Managers, Client Payroll manager, Payroll director and VP, for excellent client service.
- Documented and resolved issues around late files processing's during year end which leads to process optimization project
- Collaborated with ADPR team in development of Internal ADPR helpdesk process
- Collaborated with Training teams multiple time throughout the year for expert advises for any questions from new team members while live processing. Also conducted multiple training sessions on Payroll basics, taxation, soft skills.

Skills & Software:

Skills	Rating
Payroll Auditing	★★★★★
New-hire Processing	★★★★★
Resolving Payroll Discrepancies	★★★★★
ADP Payroll applications	★★★★★
All ADP Reporting	★★★★★
Payroll Compliance	★★★★
Project Management	★★★★★

Software	Rating
Microsoft Office (Word, Excel and PowerPoint)	★★★★★
ADP Payroll Software	★★★★★
Reporting software	★★★★★
Payroll Engine	★★★★★

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