

Professional summary:

Payroll professional offering 6 years of experience in Indian & uk payroll. Knowledgeable about professional garnishments and checking data. Skilled in downloading reports and data formation. Easily adaptable with new system as having quick learning skill. Comfortable with maintaining confidential and sensitive employee information to comply with payroll policies and procedures. Willingness to take on added responsibilities to meet team goals.

Career Highlights:

ID Medical (From April 2021 to till Present)

Post- Sr. Payroll Executive

Profile Summary:

- Worked for UK payroll under end to end team Processing reimbursement claim forms, Paper timesheet & excel spreadsheet
- Good Knowledge & understanding of UK taxes.
- Onboarding new payroll agency with us. Sending remittances & resolving their pay issue if any
- Setting up the employee profile on system (New starter) with the bank setup for the new employee or needed to join new pay method with new agency.
- Handling the entire processing payment query for Dr's and Nurses
- Updating leaves maternity and paternity Leaves on system
- Worked as a quality checker - All the activities
- Training new joiners on all the activities ensure the accuracy
- Maintain the manuals for the new joiners to understands process

Soprasteria Ltd. (From August 2018 till July 2020)

Post: Payroll Executive

Profile Summary:

- Manage end-to-end payroll processing activities within the defined SLA and timelines
- Good Working knowledge of Statutory compliances Provident Fund, ESIC, Profession Tax and LWF
- PF, ESIC, LWF Return filling
- Knowledge of working on Excel and Payroll Software
- Ability to handle client queries
- Proactive and effective communication within the team and with clients

Tata Consultancy Service. (April 2015 to June 2016)

- Manage end-to-end payroll processing ,
- Good Working knowledge of Provident Fund, ESIC, Profession Tax and LWF
- Resolving payroll discrepancies.
- Knowledge of working on Excel and Payroll Software
- Ability to handle client queries

Education:

Qualification	University	Passing Year
MBA	Pratibha Institute of Business Management.	2018
B.Com	S.N.B.P college of Art, Com and Science.	2015
HSC	Pune Board	2012
SSC	Pune Board	2009

Skills:

- Payroll Data Processing
- Time Management
- Self-Motivated
- Multitasking
- A quick learner

Certificates:

- Advance excel
- Typing

Declaration:

I hereby declare that above mentioned information are true in the best of my knowledge and belief.

Place: Pune

Date:

(Amit Chandrakant Raul)