

CURRICULUM VITAE

Smita Dharmendra Keshariya
M.B.M (Business Mgmt)

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CAREER OBJECTIVE

To devote the best in me and work as a part of family and accomplish the goals required by reputed company.

PROFESSIONAL EXPERIENCE

- Working in **ADP Ltd.** for end to end **Dutch Payroll** process and **US Payroll**
From 18-Feb-2019 till date
 - Designation: **Sr. Associate**
- **Job Description**
 - Processing payroll in **iHCM, Perman, Celergo** environment with **Vantage, enterprise, workday** for Monthly/Weekly payroll
 - Making changes as per client requirement and responsible for accurately processing payroll for employees in compliance with company
 - Generate payroll reports as needed for management review, budgeting and auditing purposes provide inside and analysis payroll data as required.
 - Clarify all payroll related **GL accounts on a monthly basis and do the reconciliation for Monthly and Yearly for all employees.**
 - Analyze **HRIS** files, Leave MGMT and Absence data along with post payroll activities with the help of macros.
 - Payroll tax calculation (automated by client) and compensation management employee correct deduction and necessary withholding as per tax guideline.
 - Working on US leave law regulation as FMLA, LTD, STD, WC and Bereavement.
 - Follow the HIPPA, PII or PHI, HRO and US recruitment policy's
- Worked in **Mphasis Pvt. Ltd.** For US Retirement and Non Retirement Plans 401(K), 403(B) and 457, Investment Banking & Capital Market, Cash Management transactions and payroll accounting
From 05-Nov-2012 to 10-Jan-2018
 - Designation: **Sr. Transaction Processing Associate**

➤ **Job Description**

- Having experience of multiple sections like Cash Management transection, Account Transfer & New Account opening.
- Worked in **Retirement and Non retirement** Plans for **401(K), 403(B), and 457 QRP** for Individual accounts, Beneficiary, Joint Owner, Trust accounts.
- Money movement transections and set up updating standing instructions as per client request to ensure regular funds transfer in and out on a specific date and frequency.
- Doing Cash and Shares Contribution and Distribution through ACH, Checks, Wire Payments, Journals, SR, Dynamic distributions and contributions as per plans.
- Prepared daily, monthly & quarterly reports worked as JR. Process Trainer and SME, Successfully completed process training batches.

- Worked in **WNS Global Services Ltd** for International **Airline** Process
From-31st May 2010 to 17th May 2012

- Designation: **Associate**

➤ **Job Description**

- Worked for Airline Operations, Travel Industry and Ticketing System with GDS software along with SABRE ATPCO, MyFares tools
- Managed fare pricing & Fare filing, assisted customer with **Flight Booking**, cancelation, rescheduled, baggage inquiry and other related services.

➤ **EDUCATION QUALIFICATION**

Master of Business Management (MBM)

Institute - Jai-Hind Institute of MGMT & Administrative Studies

University - North Maharashtra University Jalgoan

Year of Passing – June 2009

Bachelor of Art (B.A)

College - Rani Lakshmibai College Parola

University - North Maharashtra University Jalgoan

Year of Passing - Apr 2007

HSC

College - Rani Lakshmibai College Parola

Board – Nasik board

Year of Passing - Apr 2004

SSC

School – NES Girls high school Parola

Board – Nasik board

Year of Passing - Apr 2002

➤ **PERSONAL INFORMATION**

Name : Smita Dharmendra Keshariya
Father name : Digambar Patil
Date of birth : 09th October 1986
Gender : Female
Nationality : Indian
Marital status : Married
Languages : Marathi, English and Hindi
Interests : Travelling, Listening Music and Reading Novels
Mailing Address : SR no 141 Lane no 4, Flat no 209 Orchid Residency
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Thanks & Regards,
Smita D Keshariya