

Mahesh Sakharam Ikke
Mobile :+917387576360
Email: mahesh.ikke7387@gmail.com

Career Objective:

To secure an entry-level position in a progressive organization that provides plenty of opportunities to improve and use my skills for growth in the finance vertical.

Academic Qualifications :

<u>QUALIFICATION</u>	<u>SCHOOL/COLLEGE</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
MBA	IICMR (Nigdi)	2021	64.53%
B.Com	Dr.Arvind Telang College	2019	52.16%
HSC	Mhalsakant Jr College Akurdi	2015	53.85%
SSC	Prerana HighSchool Nigdi	2013	62.20%

Key Skills & Competences:

- Compressive problem solving ability to deal diplomatically with people.
- Positive attitude, hard working .
- Ability to cope up with different situations.
- Microsoft Excel.
- Tally.

Certifications:

- Tally ERP 9
- Taxation
- GST

Professional Experience:-

<u>Organization</u>	- Neeyamo Enterprise Solutions.
<u>Location</u>	- Blue Ridge society Hinjewadi Phase I Pune, Maharashtra.
<u>Duration</u>	- 31 May 2021 – Till date (3.0 year).
<u>Role</u>	- Payroll Specialist. (UK & Sweden)

Responsibilities-

- Responsible for end to end payroll processing received from client for which should be as per the SLA and within TAT.
- Managing outsource payroll.
- Responsible for timely escalation of anomalies so that action is taken.
- Ensuring data security compliance of the team.
- Following quality processes thoroughly checklists, standards etc. on projects and adhering to client guidelines.
- Training newly hired associates.
- Preparing productivity reports and calculating conversion for team members.
- Worked for multiple respective Bank's and NBFC's for gathering new customers and providing them with a good service.
- Daily / Weekly planning for met the monthly target.
- Preparing daily productivity reports.
- Processing Payroll as per the input, Processing the payroll and validate the output
- Input Validation New joiner, Leaver, Onetime earnings and Deduction.
- Working on Manual calculation salary reconciliation, Statutory Maternity pay, Statutory sick pay Company sick pay , Overtime. Compliance Reporting as per the Authority.

Personal Details:

- Date of Birth : May 25,1996
- Nationality : Indian
- Languages Known : English, Hindi, Marathi
- Marital Status : Single
- Interests : Trekking & Playing outdoor games
- Permanent Address : Plot no. 60/3, Om Shri Samarth Colony, Shivnagari, Bijalinagar, Chinchwad,Pune.

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and brief.

Date-

Mahesh Sakharam Ikke

