

SHIRISH SATISH INGALGI

MOBILE NO: 9503410940

Email:shirishingalgi@gmail.com

OBJECTIVE:

A motivated, results-focused in Payroll, Accounting, Income tax Profession, seeking an opportunity to utilize expertise, skills, and education to contribute to employer objectives, profitability, and success for a company offering potential for challenge and growth.

EXPERIENCE SUMMARY:

- 4 year experience in Indian Payroll.
- Having extensive experience in Client Handling and Team Handling.
- Monitor workplace interface transactions on a regular basis.
- Handling Escalation of client critical issues.
- Check and approve all payroll reports and reconciliations prior to delivery to client.
- To deliver a payroll service effectively, accurately and on time.
- Resolve escalated Payroll issues.
- Continuously review payroll processes for improvements to streamline work processes.
- Awarded with Spot award for payroll processing.

PROFESSIONAL WORK EXPERIENCE:

- Worked as Accountant at M/s. Pravin Tekale & Associates (S ince May 2018 to Feb 2020).
- Working as a Associate (Indian Payroll) - Paysquare Consultancy Pvt Ltd (Since March 2020 to April 2023).
- Working as a Sr. Associate (Indian Payroll) – TopSource Worldwide (Since April 2023 to Till Date).

Payroll Area:

- Verifying, updating and processing Attendance Inputs and Monthly Payroll input.
- Updating New Joiners, Employee Master, Salary Master, Bank Master & Statutory Deductions.
- JV Preparation with CTC Report and CTC Summary.
- Processing Monthly Full & Final payments.
- Well updated on TDS returns; Generation & Distribution of Form 16.
- Handling Grievances related to Salary.
- Handling PF Concerns like PF UAN creations, Transfer claim, etc.

Payroll Processing:

- Process Indian payroll and preparing their statutory Reports every month.
- Salary processing (Payroll Cuts/Drafts)
- Making trackers such as Leave without pay, Contract renewals, Attendance data, etc.
- Able to handle clients queries individually.
- Resolving payroll queries of employees.
- Attending client meeting and helpdesk activity for investment proofs verification.
- Calculate and process Bonus and Performance Incentives as per company policy.
- Maintain tracker for Salary advance and deduction on monthly basis.
- Statutory Reports under PF, ESI, Professional Tax, MLWF, TDS and other applicable.

Income Tax Return Processing:

- Filing Income Tax Return, ITR 1.
- Knowledge about the Salary, Allowances, Exemption, Deduction, Challan Self-assessment Tax, E-Verification of ITR.
- Calculation of Tax Deduction as Source (TDS).

Process Investment Proofs:

- Well Knowledge about collection of Investment proof and resolve queries of employees.
- Matches the declared investment of the employees with the actual proofs.
- After collecting and verifying investment proofs, recalculate the Income Tax for the employee and deduct this tax from the salary employees' in-hand salary based on the income tax calculations.
- In addition to the computation, there are follow up tasks after collecting the Proof of Investment like filing the proof for future reference.
- Provide documents to management system for organization and quick retrieval.

Employee Relations

- Resolving employee grievances in a prompt manner and developing faith in employees towards the management.
- Addressing employee queries regarding payroll, Attendance, Leave Details etc.
- Employee Benefits - maintaining leave records, Leave encashment, Medical Reimbursement, Salary Advances, Employee Bonus.

SKILLS:

- Tally ERP 9.
- Payroll Softwares –Precision, Ascent Payroll, Mypay, Mypayroll.
- Strong knowledge of Microsoft Office (Outlook, Excel, Word).
- Strong oral and written communication skills.
- Ability to effectively communicate with all levels of employees both written and verbally.
- Ability to work in fast-paced deadline driven environment and effectively handle multiple projects simultaneously.

ACADEMIC CREDENTIALS:

- M.Com in Accounting & Taxation from Pune University in 2020.
- B. Com (Bachelor of Commerce) from Solapur University in 2016.

PERSONAL PROFILE:

Father Name : Satish Shivajirao Ingalgi.
Date of Birth : 29/09/1996
Gender : Male
Marital Status : Single
Language proficiency : English, Hindi and Marathi
Present Address : Pimple Saudagar,- 411027.

PLACE: Pune

Date: