

CURRICULUM VITAE

Present Address:

CHETAN D. CHOUDHARI

B6 Torna Building, Flat No. 705,

Sector No. 12, PMRDA,

Bhosari, Pune – 411026.

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Career Objective:

To obtain a position where I can utilize my strong organizational skills, expertise and experience which will help in the progress of the company. Looking for a position where I can maximize my knowledge and skills. I would like to be a true learner at each stage of my professional growth.

Educational Qualifications:

- 2003- S.S.C School of R. M. High School Miraj passed with second class.
- 2005-H.S.C. School of Dr. Bapuji Salunkhe College Miraj passed with pass class
- 2011-B.com from Mahatma Phule College Pimpri passed with first class from Pune University.
- 2013- M.com from Pune University (external) passed with first class from Pune.

Other Qualifications:

- Maharashtra State Certificate in Information Technology (Ms-CIT)
- Tally 5.4, 7.2 & 9.0

Professional Skill:

- MS Office, Windows 95/98/2000/XP, Windows 7
- SAP application, ERP systems
- Working knowledge in Tally 7.2 & 9.0
- Typing Speed 32 wpm.
- Knowledge of computer software & hardware

Personal Skill:

- Languages know English, Hindi, Marathi and Kannada.
- Good ability to deal with people.

Work Experience:

ADP (Automated Data Processing) April 2016 to September 2023 as Senior Payroll Analyst (ESI Australia) and from Aug 2024 to till date.

Job Responsibilities:

- Responsible for managing the payrolls for a portfolio of clients, encompassing a range of payroll configurations, i.e. weekly, fortnightly and monthly pay runs
- Calculation of OOC salary and back pays for employees manually.
- Process task like Full pay, End of pay, new hires, Masterfile changes and payroll changes.
- Ensure the success of the total payroll process for any client as allocated in accordance with the relevant client agreements and the standard ADP MPS processes and procedures.
- Accurate and timely production of the payroll and EFTs, from appropriate and approved documentation
- Maintenance of accurate and up to date pay details in respect of each employee, with only approved alterations made to these details.
- Timely preparation of long service leave, terminations and other payroll related payments and returns, referred from the client coordinator.
- Any corrections to pays are processed and paid in a timely manner.
- All pay records, in respect of pay corrections, are properly updated.
- Ensuring quality control of data entry, for own client base and others.
- Processing retrospective payments where appropriate.
- Processing of leave payments.
- Processing amendments to master-file data.
- Creating new employee details.
- The completion of month end and year end processing.
- Effective management and timely response of pay related queries - emails, phone calls and first line help desk queries.
- Assist in the collation of data for service level reports and the recording and analysis of pay related errors.
- Daily issue management and closure of technical issues.
- Promptly resolve client issues and/or escalate matter as required.
- Achievement of Payforce & individual KPIs in line with department KPIs and goals
- Work flexible hours when required.

Johnson Controls (India) Private Limited Pune, September 2023 to June 2024 as Senior Payroll Specialist, APAC.

Job Responsibilities:

- Responsible for processing the payroll for JCI employees for country New Zealand.
- We process salaries for our employee's weekly and monthly basis and Ad hoc payrolls.

- Processing of Ad hoc payroll for new hire and final pays for employees every month.
- Processing of leave payments.
- Processing amendments to master-file data.
- Creating new employee details.
- Communicate with stake holders regarding payroll queries and processes.
- Processing Bank payments with Westpac for employee payments.
- IRD reporting for pay day filling.
- The completion of month end reporting for different departments on monthly basis.
- Working on application such Pronto, Chris21 and Workday.
- Work flexible hours when required.

State Street Syntel Services Pvt. Ltd. Pune, May 2014 to January 2016 as Associate under Fund accounting vertical.

Job Responsibilities:

- Computer Skills: - Familiar with MS Word, Excel, Outlook, Adobe PDF, Internet
- Proficiency in Handling Bloomberg, IDC, MCH, DTC, ITW
- Financial Skills: - Accounting, Financial Research, Cash Reconciliation Paydowns, Corporate Actions, SMF's Trades, Incomes etc.
- Highly confident, familiar with working in high work pressure.
- Accounts, Cost accounts and finance management, Customer relationship management, good presentation skills

Anandji Haridas & Co. Pvt. Ltd. M.I.D.C., Bhosari, Pune, January 2012 to May 2014 as account executive.

Job Responsibilities:

- Making and handling invoices on ERP systems.
- Making P.O and GRN on ERP system.
- Maintaining Raw material Data in Excel.
- Maintaining excise challan registers.
- Keeping Excise transactions in Excel.
- Day to day accounting.
- Journal entry, Sales entry & purchase entry.
- Distribution of monthly / weekly salary and wages.
- Draw cheques and entry in Cheque sanction register and in Tally 9.
- Cash entries in Tally 9 and Excel
- Preparing bank reconciliation statement.
- Daily stock accounts.
- Payment entry & receipt entry.
- Accounts & ledger reconciliation.

Personal Profile:

Name : Chetan Dhanyakumar Choudhari.
Father Name : Dhanyakumar Baburao Choudhari.
Date of Birth : 29th Feb 1988.
Marital Status : Married.
Hobbies : learning, Reading, Traveling, Playing cricket.
Cast : Jain (Chaturth)
Contact No. : 09762282630.
Permanent address: B6 Torna Building, Flat No. 705,
Sector No. 12, PMRDA, MIDC Bhosari.
Bhosari, Pune – 411026.

Date:-

Yours faithfully

(Chetan D. Choudhari.)