

# Dipali Talape

## Country Payroll Specialist

To obtain a long term payroll/human resources position where I may utilize my strong knowledge in payroll systems, superb organizational skills and strong ability to learn new systems and procedures. Accepting the challenge of today's fastest developing industry by utilizing all the knowledge, skill and experience.

## Contact

### Phone

8007479536

### Email

dipalitalpe402@gmail.com

### Address

Pune

## Education

2024

**Master of Business Administration**  
Savitribai Phule Pune University - 64%

2021

**Bachelor Business Administration**  
Savitribai Phule Pune University - 60%

## Expertise

- Well versed with MS Office
- Internet browsing.
- Basic computer knowledge

## Language

English

Hindi

Marathi

## Experience

### 2022 - Present

Neeyamo Enterprise solution Pvt Ltd Hinjewadi Pune

### Country Payroll Specialist

#### Transition

- Executed the Process Transition for HR Operations and Payroll activities for multiple clients of the Netherlands .
- During the ramp up phase of the project ensured the handover of the activities between onshore and offshore team is smooth.
- Documented the ramp up plan and milestones to be achieved
- Created the process maps and ensured the sign offs are provided.
- Tested the readiness of the Infrastructure as per the Service test plan.
- Ensuring the quality standards are maintained as per agreed SLA's and KPI's.
- Liaising with Client Manager to report on progress, status and raise issues and concerns, if any

#### Live Project

- Collate Payroll inputs and share with payroll provider as per Payroll cut off dates.
- Validate the Payroll report received from payroll provider.
- Provide sign off for final payroll run. Validate pay slips of the employees. Share benefits
- documents with employees ·Manage Employee Helpdesk queries.
- Handling request of On boarding to Separation of employee life cycle.
- Currently handling Netherlands country payroll and have deep knowledge of that payroll.
- Processed payroll for 1000+ headcount on monthly basis for multiple clients within SLA and 100% accuracy from pre-payroll activities to post payroll activities.
- Also have knowledge in GL reconciliation and bank file configuration.