

RESUME

Prajakta Rakesh Malvadkar

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Objective:

My goal is to become associated with a company where I can utilize my skills and gain further experience while achieving organizational goal.

Career Summary:

Name of the Company	Tenure (In Years)	Position Experience	Field
Mphasis	August 2023 - Till Date	Sr.Associate Payroll	Canada Payroll
WNS Global Services	Jan 2021 - July 2023	Sr.Associate	UK Motor Claims
Conduent Business Services LLP	Oct 2017 - Oct 2018	Analyst	US Healthcare
ADP Pvt. Ltd	Feb 2008 - Oct 2017	Analyst	US and UK Payroll, US Healthcare

Computer Knowledge:

Operating System: WINDOWS XP/ 2000/ 2003/ VISTA/ WINDOWS 7, Mainframe, Workday

Microsoft Office Suite (Outlook, Word, PowerPoint & Excel)

Certifications: Oracle, VB, C, C++ and Tally, Python and R Language

Languages Known: English, Hindi, Marathi

Academic Profile:

Degree	Passing Year	School/College/University
B.Com	2001-02	Pune University
H.S.C	1999-00	Maharashtra Board
S.S.C	1997-98	Maharashtra Board

Work Experience:**Mphasis****Process : Canada Payroll****Sr.Associate**

- Handling queries and updating EE Demographic, Banking and Payroll details from client through calls and email.
- Handling Client and EE queries on call.
- Updating Timecards and Pre-payroll Audits.
- Uploading data through EIB (Enterprise Interface Builder).
- Balancing and preparing Bi-weekly Paychecks. • Preparing Post payroll Audits including Gross-Net report, Comparison report, etc
- Maintaining Tax related documents. Uploading the ROE (Record Of Employment) data on website.
- Updating SOP as per procedure.
- Handling Audits for the Team.

WNS Assistance Ltd**Process : UK Motor Claim Insurance****Sr.Associate**

- Client set up
- Claim set up
- Motor Repair end to end procedure
- Handling legal procedures
- Employee Reimbursement
- Email Correspondence
- Webchat
- Work Allocation

Conduent Business Services LLP + ADP Pvt. LTD:

Process : US healthcare Insurance

Analyst

- Client Setup
- Employee Setup
- Claim Adjudication
- Employee Reimbursement
- BU Calls
- Quality Audit
- Weekly / Monthly dashboards
- Training new associates
- Work allocation
- New application testing

ADP Pvt. LTD:

Process : US and UK Payroll Analyst

- Working for UK and US Payroll and handling more than 100 pay groups at present
- Reported payroll discrepancies to Payroll Manager for resolution.
- Checked all scheduled payroll disbursements for errors.
- Assisted Payroll Manager with month-end reconciliations.
- Processed pay increases, back pay due, bonuses and overtime pay.
- Calculated and processed termination pay, including any severance pay due.
- Maintained reports of sick leave and maternity leave.
- Coordinated with staff to ensure that all payroll records were kept up-to-date
- Assisted with periodic internal audits to ensure quality.
- Assisted in RPA model set up for payroll analysis project for pre commit and post commit.

Process : CHSA Claims

Process Associate

- Claims adjudication
- Validation Request Processing
- Floor support

• **Personal Details:**

Address: G1/45, Rajyog Co-op Housing Society,

Sinhgad Road, Lagadmala, Dhayari

Pune-411041

Gender: Female

D. O. B: 11th May, 1982

Marital Status: Married

Nationality: Indian

Hobbies: Cooking, Dancing and Singing

I hereby declare that all details furnished are true according to my best knowledge.

Date : 12-09-2024

Place : Pune

Prajakta Malvadkar