Kunal Chandrakant Bhuwad

Personal Mail ID - kunalbhuwad48@gmail.com

Residence – Navi Mumbai, Maharashtra, India

Date of Birth – 28th August 1997

Languages Known – English, Hindi & Marathi

Contact Number – 9167347542

Work Experience

Senior Associate - Hire to Retire at **Holcim Global Hub Business Services** from **30th October 2023** to **29th October 2024** in Operations.

Tasks & Responsibilities -

Process regular on-cycle and off-cycle payroll for US employees.

Prepare payroll and master data reports, performing variance analysis, and ensuring subsequent documentation of the process performed.

Address in a timely manner requests made by all our managers, pay administrators or pay agents, government entities and third parties involved in the payroll process and if unable to provide an immediate solution/answer, conduct the respective investigation and escalation process only if necessary.

Review records processed and changes in employee master data in case of employee queries.

Submit requests for one time payments (OTP), payment on demand (POD) requests for further approval from supervisors and processing in a timely manner.

Send the Payroll Tax remittance to ADP (Automatic Data Processing). Doing this process on specific dates for each payroll areas, making sure the taxes are sent, filed and paid on time.

Running Cash Forecast report every week after payroll run. Process recalls, reversals and stops and action rejections as and when requested.

Executive - HR Operations at **Capita India Pvt. Ltd.** for 1 year and 1 month in Operations.

Work Tenure dated from **September 2022** to **October 2023**.

Tasks & Responsibilities-

Manage multiple processes relating to employee's life cycle from joining to leaving i.e., ensuring new starters with Capita are paid on time till they are processed as a leaver.

Manage payroll inputs and queries for UK, ROI employees.

Responsible for payroll input activities such as processing different types of absence like sickness, family leave – Maternity Paternity, Adoption and Parental leaves.

Processing and preparing files or advance payments – CHAPS and BACS on daily basis to ensure employee do not face any financial difficulties.

Terminating employees from records and processing their full and final.

Over payments & Repayments – Stop & adjust over payment and setting up monthly installments to recover over payments.

Pre-Payroll activities such as claims adjustments, sickness checks, over payments checks.

Post payroll activities such as generation of overpayment claims letters, SSP1 Forms, we process a stop on any over payments due to late absence or late leaver via recall process.

Associate US Payroll Processor at **Wipro HR Services India Pvt. Ltd.** for 1 year and 3 months in Operations.

Work Tenure dated from **April 2021** to **July 2022**

Tasks & Responsibilities-

Manage payroll for Weekly, Bi- Weekly, Semi- Monthly & Monthly pay groups.

Load EIB's (Enterprise Interface Builder) for mass load data in Workday.

Handle Retro Defensives as well as Normal Defensive Queries during Payroll confirms.

Process off-cycle service requests.

Monitor and validate Outbound and Inbound Integrations on daily basis. Monitor and validate Hourly Integrations during payroll confirms.

Handle **end to end** payroll transactions on Workday platform for multiple clients.

Work on Retro calc, Retro complete, Pay complete and Settlement for different pay groups and create Net Pay Funding or Control sheet for both on-cycles and off-cycles.

Handle ACH release for DD post settlement, check printing and post settlement Integration triggers.

File send activities for Asia-Pacific countries as per client schedules.

Test different payroll related procedures in Sandbox and provide feedback on the same. Daily interaction with client to discuss any updates or fallouts.

Platform Experience New Associate (Customer Support) at **Accenture Solutions Pvt. Ltd.** for 1 year and 9 months in Operations.

Work Tenure dated from **March 2019** to **January 2021**

Tasks & Responsibilities -

Analyze, classify and moderate the client provided content in accordance of Violations with the help of existing policies.

Perform all work within productive processing and quality standards. Track the hourly count so that the target of the team is met by at the end of the day.

Counsel, train and supervise new joiners in the team. Conduct Internal Team Audit and daily spot checks.

Achievements

I have been awarded with **Shimmer Award** for excellent performance along with managing BAU activities while also handling multiple clients after joining the organization within a short span of time while working for Wipro.

I have been awarded with **Spot Award** for May 23 and **Top Contributors** award for December 22 and April 23 for my performance while working for Capita. I have also been awarded with **Spot Award** in Holcim after go-live.

Skills

Workday, SAP, Oracle Service Cloud (OSC) and Service Now

Basic Computer Knowledge (MSCIT)

Decent knowledge about Tally.ERP(9) as well as the whole of the Microsoft Office Suite, HTML formatting and other basic computer software applications.

Education

SSC and HSC through Maharashtra Board by **Distinction**

Bachelor's Degree in Commerce through University of Mumbai by '**A**' Grade

Strengths

Prioritize Work Quality above everything else.

Can deal with pressure quite well and used to working under such conditions.

Constant emphasis on improving performance. Quick grasping power.

Willing to take initiative in team co-ordinance activities and leadership roles.

Open to suggestions from others concerning work.