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sayalisarjeraoprata2000@gmail.com

Education

Diploma in Taxation law

New Law College Erandwane Pune
Bharati Vidyapeeth University
2023 - 2024 75%

Master in commerce

Yashwantrao Mohite College
of Arts, Science & Commerce.
Bharati Vidyapeeth University
2021-2022 82.8%

Diploma in Banking

Yashwantrao Mohite College
of Arts, Science & Commerce.
Bharati Vidyapeeth University
2020-2021 70%

Bachelor in Commerce

Yashwantrao Mohite College
of Arts, Science & Commerce.
Bharati Vidyapeeth University
2020-2021 69.4%

Higher Secondary Certification (12th)

Balshikshan Vidya Mandir
2017-18 45.23%

Secondary School Certification (12th)

Bharati Vidyapeeth Kanya
Prashala, Erandwane, Pune
2015-16 60%

SAYALI PRATAP

Pay-roll & Compliance Executive

Looking to work in an organization that can provide a variety of opportunities that allow me to expand my skills and knowledge while working towards achieving the organizational goals.

Work Experience

Supreme Enterprises as a Junior Accountant & in Payroll Department

4th Jan 2021 - 11th Oct 2022

- Employer Provident Fund - Establishment/Employer Portal - Employee registration, Employee exit, PF monthly Returns, PF Nil Returns, How to Generate/Prepare Default Challans, How to Generate & Pay 14B & 7Q Challans, how to change Establishment Portal Password, how to approve Employee's claims and KYC with DSC, ABRY Scheme, DSC activation process.
- Employee Provident Fund Portal - KYC Updation, Password Change, UAN Activation, Claim Process, EPF Passbook.
- Employee State Insurance Corporation - Employee registration, Exit Employee, Employee KYC updation, ESIC Monthly Returns, ESIC Nil Returns, how to change Establishment Portal Password, How to Download E - Pehchan Card & Medical Card, Notices.
- Pay-sheet - Attendance data, Allowances, Overtime calculations, Late Mark Calculation, EPF Employer Share, EPF Employee Share, ESIC Employee Share, ESIC Employer Share, PT Slabs, Maharashtra Labour Welfare Fund, Basic Paysheet to Minimum Wages Paysheet
- Bank - Aware of Bank Transaction, Journal Entries.

Electronica Finsmart Solutions Pvt Ltd as a Payroll (and Compliance) Executive.

12th Dec 2023 - 31st Aug 2023

- Payroll processing on Ascent Software, Ascent ESS (Employee Self Service).
- Keka software - Leave deduction/addition, Salary Structure addition, Salary revision addition.
- Compliance - EPF, ESIC, ETDS, PT Return, MLWF, EPF - IWR

Professional Skills :-

Good Working Knowledge of Internet.

MS – CIT – Obtained 76 marks in January 2023.

keys Skills :-

- Smart working, ability to get along well with people.
- Good analytical Skill and positive attitude.

Language

English

Hindi

Marathi

Yashaswi House as a pay-roll associate

05th Oct 2023 - Current

- Emsphere software implementation for pay-roll processing.
- Software awareness and processing training to colleagues and other branches.
- Processing payroll for NEEM, NAPS and Learn & Earn trainees as per company agreement.

Place: -

Date: -

(Signature)

Sayali Pratap