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## VIJAYKUMAR MISAL

### SUMMARY

- Expertise in **Global Payroll with 16+ Years in Service** delivery model
- Comprehensive knowledge of payroll procedures from initiation to completion, including payroll processing, governance, and compliance across APAC, Europe, and the US regions
- Global Payroll operation control towards Organizational Goal
- Effective team leadership skill management of team dynamics and fostering a collaborative work environment.
- Accountable for Payroll control towards 100% output from Employer Gratification Prospective
- Management's report, Data/PPT, Dashboard & Varies Reports.
- Statutory compliances: Payroll country compliances
  - ( Ref.: PT, PF, ESIC, LWF, TDS , Superannuation, state tax WHT, IR21,Resident tax, HI & LTCI , labour and pension )
- Handling Local/international Audit as per company requirements.
- New Payroll country setup from Operational Potential
- Data analysis, MIS and Data Control
- Work on multiple ERP's- ADP Pay Expert, SAP, Oracle, Zinzai, Payncom,
- Success factors , Ascent Payroll, HRx, Eureka, Fiori.

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### EXPERIENCE

#### **LEAD ADMINISTRATOR PAYROLL - [BNY MELLON INTERNATIONAL OPERATIONS, PUNE]**

January 2022- In the process [ Leading Payroll Countries]

#### **KRA: PAYROLL OPERATION**

- Strategically supervise, motivate and a leading payroll team.
- Excellent understanding of multi countries payroll and taxes.
- Ensure compliance with relevant laws and internal policies as per country legislation.
- Supervise and coach payroll team member toward Payroll processing and responding to employee query.
- Collaborate with Local Country Human Resources Team, legal, C&B,

Payroll Vendor and accounting team which Ensuring service levels are met whilst maintaining strong relationships and an accurate payroll function.

- Handling the implementation process with new countries/payroll entities Develop systems to process payroll transactions (e.g., Regular and off-cycle salaries, benefits, Bonus, deductions, taxes and update structured system) with information gathering, setting up payroll and enrolling process and historical information in payroll structure.
- To ensure Maintain accurate records and prepare reports for Payroll countries.
- To ensure attend all employee's query by team and provide satisfactory solution
- Maintain payroll accuracy, compliance records, Audit data as per describe KPI threshold.
- Review, monitor and implement new processes to better accomplish towards requirement
- Specialist knowledge and experience running all aspects of a payroll function.
- The Oversee processing of payroll changes and system upgrades/update as per new changes.
- The manage implementation process from tracking till deployment towards smoot process with covering all aspect.
- Proactive, organised and sound analytical/problem-solving skills from payroll operational point of view.
- Statutory compliance –
  - Processing of Professional Tax and Labour Welfare Fund (LWF), along with the filing of respective returns.
  - Management of Provident Fund and Employee's State Insurance Corporation (ESIC) processes, including the filing of returns and attending Provident Fund inquiries or inspections on an as-needed basis.
  - Filing of Quarterly and Annual Tax Deducted at Source (TDS) returns, encompassing all aspects related to the issuance of Form 16, including obtaining signatures.
  - Employee Provident Scheme (EPF) is handling scheme maintained towards the computation and filling against the scheme every month. (Regular & Arrear)
  - Computation of Gratuity and reporting in relation to employee benefits.
  - Remittance of Resident Tax and monthly submission.

- Validation of Superannuation and its subsequent submission.

## **HR ADVISER (SPECIALIST) PAYROLL- [ FUJITSU CONSULTING INDIA, PUNE]**

August 2019 –January 2022 [ HR Adviser (Specialist) HR Compensation and Benefits]

### **KRA: PAYROLL OPERATION**

- The internal & external controls for payroll processing towards regular pay check /pay period.
- Payroll reconciliation between Finance, HR and respective stakeholders
- The various payroll related reports highlights towards management requirement
- Coordination with various stakeholders Offshore /Onshore to get complete on time payroll deliver.
- Payroll internal controls involve dividing payroll tasks in large businesses.
- Payroll operation and compliance controls on organizational level
- The control effectively mitigates risks in the payroll cycle on org level.
- Dealing with the Global Team for Respective data and reporting monthly
- Connect with GDC team for attrition, reports, gender diversity with predictive analysis
- Global Data control towards GDPR (General Data Protection Regulation)

## **PROCESS MANAGER, PAYROLL – [NEEYAMO ENTERPRISE SOLUTION PVT.LTD, PUNE]**

July 2016 – June 2019 [Regional Manager, Operation Head- ASIA Region]

### **KRA: APAC PAYROLL OPERATION**

- Handled APAC Region payroll team of 50+ members as Regional Manager
- Setup payroll team for AFRICA& APAC region towards operational activities from scratch
- Setup the payroll along with Transition team to GO-LIVE phase for multiple clients
- Team monitoring & Assignment: -
  - ❖ Daily huddle with team and understands the issues
  - ❖ Weekly governance with Cluster Managers
  - ❖ Improve payroll standards and proving training on for multiple country payroll
  - ❖ One & One with team members and provide the feedback whenever required
  - ❖ KRA setup and monthly & yearly assessment
  - ❖ Rewards and recognized to the employee on Monthly and Yearly

- Handle Monthly & weekly Governance calls with Clients
- Ensure process document in place with updated versions like SOP, Process Guide and other
- Deployed Checklist with controlled points of regular payroll, Yearend Activities, monthly and Yearly Compliance
- Focused on Team motivations and keep environment motivated towards achievement of the company and team goal
- Setup Pyramid Structure of Team and execution towards strong results for new projects
- Keep update on payroll rule and regulations from local compliance perspective.

## **HR –SR. PAYROLL EXECUTIVE – [KPIT TECHNOLOGIES LTD., PUNE]**

April 2010– July 2016 [ Operational Middle Management]

### **KRA: GLOBAL PAYROLL OPERATION**

- Payroll operation in support with external & Internal stakeholders

#### **EMEA, APAC & USA PAYROLL ADMINISTRATOR:**

- **New Hire / Deputed employees:**
  - ❖ Collate new hire input & mandatory document
  - ❖ Update HR master report with new hire detail
  - ❖ Update New Hire data in payroll software
  - ❖ Intimate to the stake holders and consultant for the new hire
- **Payroll Administration**
  - ❖ Create monthly payroll cycle for current payroll
  - ❖ Reconcile payroll related report & salary data
  - ❖ Prepare and remit monthly superannuation contribution
  - ❖ Prepare remit monthly Payroll & tax file
  - ❖ Coordination with various stakeholders Offshore /Onshore
- **Post payroll Report Submission**
  - ❖ Calculate PF liability & prepare monthly PF Statement
  - ❖ Prepare IW form for International employee
  - ❖ Prepare JV file for respective payroll
  - ❖ Prepare reconciliation statement between Finance and HR payroll data
  - ❖ Prepare various payroll related reports for manager
- **Separation / Termination**

- ❖ Redundancy calculation and prepare full and final settlement
- ❖ Prepare document as per rule of respective country ( IR21, EOS Letter, F&F letters )
- ❖ Intimate respective country authority of employee separation

➤ **Vendor management**

- ❖ Monthly /quarterly Provision cost of Vendor budget
- ❖ Create PR and PO for Vendor
- ❖ Prepare Payment request form with require detail
- ❖ Follow remittance process till credit payment in account
- ❖ Payment confirmation from end of Vendor side

➤ **ACHIEVEMENTS& EXTRA SKILLS :**

- ❖ Recipient of “Wow Award” for Employee Satisfaction from Company CEO– HR – Q1-2013
- ❖ Recipient of “Wow Award” for Employee Satisfaction from Company CEO– HR – Q2-2015
- ❖ Process improvement: Sweden& UK Per-diem ,US reimbursement & advance recovery

**EXECUTIVE - [WNS GLOBAL SERVICES, PUNE]**

April 2008 – Mar 2010 [CUSTOMER SERVICE ASSOCIATE]

**KRA : US PAYROLL**

➤ **T&E (Travel & Entertainment)**

- ❖ Collecting reimbursement document for US employee
- ❖ As per policy, processing reimbursement for US employee
- ❖ Crediting data for Payroll upload file for Payroll processing
- ❖ Resolve query on reimbursement

➤ **New Hire & Payroll computation**

- ❖ Updating details as per employee in HRMS
- ❖ Resolve query on new joiner thing
- ❖ Base salary, Advance, arrears computation in Payroll spared sheet

- ❖ Prepare Payroll data for upload on respective system

#### **KRA: VENDOR MANAGEMENT & OTHER**

- Processing Invoices, credit memos, manual invoices received from Supplier Within SLA
- Create payment for vendor in Oracle, resolve any discrepancies
- Invoice Validation as per policy
- Prepare remittance form of Vendor payment
- Team attendance data, time log details send to India Payroll Team

#### **ACHIEVEMENTS :**

- Investigate the issues or concerns and respond promptly STAR PERFORMER OF THE MONTH' for three consecutive months

#### **EDUCATION**

Name of Exam	Board / University	Class	% of Marks
B.Com	Pune University	First	60.91%

 **DOB** : 08-July-1985

 **MARITAL STATUS** : Married

 **LANGUAGES** : English, Hindi and Marathi