



VEDASHREE PANCHABHAI

PAYROLL ASSOCIATE

CONTACT

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panchbhaiveda@gmail.com

Ravet (Pune)

EDUCATION

2023 - Present

Dr. D.Y.Patil Vidyapeeth (Pune)

- Pursuing -Master of Business Management (Finance)
- Passed Semester 3rd

2018 - 2020

University of Mumbai

- Master of Commerce
- Percentage: 70.00

2015 - 2018

Birla College of Arts, Science and Commerce

- Bachelor of Commerce
- Percentage: 76.00

2013 - 2015

Birla College of Arts, Science and Commerce

- Higher Secondary Certificate
- Percentage: 80.15

OBJECTIVE

Seeking employment that provides opportunities to effectively apply my qualifications and skills in a professionally managed organization with strong organizational goals.

WORK EXPERIENCE

Enkel Back Office Solutions India Private Limited
(Optimus Information India Pvt Ltd)

PAYROLL ASSOCIATE : ACCOUNTING
MAR 2024 - PRESENT

- Utilized **Payworks** payroll software to manage payroll processing for the Canada entity to generate payslips for hourly and salaried employees on bi-weekly, semi-monthly, and monthly schedules.
- Communicated with clients to get payroll information, approvals, and submit final reports using **Karbon software**.
- Ensured timely submission of payroll on Payworks software, uploading final reports/ pay stubs to the client's drive, and submitting Records of Employment (ROE) as needed.
- Addressed and resolved queries related to payroll, taxes, and employee documents, providing clear and effective solutions.
- Coordinated with Payworks support via email to solve system issues and ensure smooth payroll processing.
- Reviewed new employee documents and information, creating and setting up new employee profiles in Payworks software.
- Prepared calculations for Ontario WSIB (Workplace Safety and Insurance Board) and WCB BC (Workers' Compensation Board of British Columbia), and then filed them on portal.
- Calculated RRSP (Registered Retirement Savings Plan) summaries for employees and sent them to client.
- Assisted in annual filings for BC EHT (Employer Health Tax) and Ontario EHT.
- Trained and mentored new team members.
- Received positive feedback and appreciation from clients for exceptional service.

Vistra International Expansion (India) Private Limited

JUNIOR ASSOCIATE : PAYROLL & PAYMENTS
SEPT 2021- MAR 2024

SOFTWARE PROFICIENCY

- Payworks (Payroll software)
- Ceridian (Payroll software)
- Karbon Software
- CompuTax Software
- Tally ERP
- MS Excel

CERTIFICATIONS

- Tally ERP
- MS- CIT
- DTP
- Culture & Email Writings (TCS iOn)
- Communication Skills (TCS iOn)

PROFESSIONAL SKILLS

- Payroll Processing & Compliance
- Record Keeping
- Financial Reporting
- Tax Preparation

PERSONAL SKILLS

- Detail-Oriented
- Time Management
- Adaptability

LANGUAGES KNOWN

- English
- Hindi
- Marathi

- Managed payroll information by accurately collecting, calculating, and entering data into **Ceridian** payroll software for the Canada entity, generating employees' payslips based on bi-weekly, semi-monthly, and monthly payroll frequencies.
- Prepared and maintained systematic Gross to Net (G2N) calculations for each employee using Excel.
- Processed and submitted payroll on Ceridian software before due dates, ensuring timely delivery of final reports and pay stubs to clients.
- Prepared calculations for Ontario WSIB filing, ensuring accuracy and compliance with regulations.
- Resolved payroll-related queries concerning taxes, employee documents, and other issues, providing prompt and clear responses to ensure smooth operations.
- Coordinated with Ceridian support through emails and calls to address and resolve system-related & payroll issues.
- Maintained and updated payroll trackers and compliance trackers in a timely manner.
- Trained new team members and assisted existing team members to enhance team performance,
- Received internal appreciation from management for exceptional performance and contributions to payroll operations.

Somani Badale & Associates LLP

ASSISTANT ACCOUNTANT JAN 2019- AUG 2021

- Maintained accurate daily records of sales, purchases, receipts, and payments entries using Tally, ensuring timely and error-free bookkeeping.
- Calculated and filed GST returns for various individuals and firms
- Prepared and filed income tax returns for multiple individuals
- Completed basic MCA form filings and assisted in the formation of companies and LLPs, streamlining the incorporation process.
- Processed applications for PAN and TAN for individuals and firms.
- Assisted in XBRL (extensible Business Reporting Language) work, contributing to accurate and efficient financial reporting.
- Trained and supported new team members, enhancing team productivity