



Tatyasaheb Dnyandev Mane

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PROFILE

- A Payroll Specialist executes payroll accounting and administrative tasks crucial for supporting the Payroll department. They play an integral role in any Human Resources department and company. Given the multifaceted nature of the position, these specialists must possess a diverse skill set, including budgeting, problem-solving, and managing client and vendor relations.
- In addition to these core skills, Payroll Specialists should also demonstrate proficiency in software systems commonly used in payroll processing, attention to detail in maintaining accurate records, and the ability to stay updated on changes in tax laws and regulations. Effective communication skills, both written and verbal, are also essential for interacting with employees, management, and external stakeholders. Moreover, a keen understanding of confidentiality and compliance with data protection laws is paramount in handling sensitive payroll information.

CAREER SUMMARY

- With 12.4 years of experience as a Payroll Executive, I have developed expertise in payroll management, ensuring compliance for all employees. My proficiency extends to handling various aspects of PF, ESIC, and other HR activities. Additionally, I excel in preparing and managing monthly attendance records and billing.
- In my role, I am responsible for creating client billing invoices and diligently following up on payments. I specialize in customizing salary breakdowns according to client specifications, meeting their unique requirements. Moreover, I meticulously prepare monthly salary budgets to facilitate timely payments.
- Throughout my career, I have demonstrated a commitment to accuracy and efficiency in payroll processing, ensuring that all legal and organizational requirements are met. My experience has equipped me with the skills needed to effectively manage payroll operations and contribute to the smooth functioning of the HR department.

EDUCATION

B Com

Shivaji University

📍 KOLHAPUR, INDIA

HS

Maharashtra Board

SSC

Maharashtra Board

WORK EXPERIENCE

Payroll Executive (Manpower 1700 TO 2000)

Spectrum Facility Solutions

📅 04/2015 – 05/2018

Payroll Executive (Manpower 2000 to 2500)

Tirumala Facility Management Pvt. Ltd.

📅 11/2012 – 03/2015

Sr. HR Executive Manpower (1500 to 2000)

Chefs Corner Industrial Services

📅 06/2018 – Present

STRENGTHS

Strategic Business Partnering # Leadership Development # Change Management
Performance Management
Compensation and Benefits Design # Workforce Planning and Succession Management
Employee Relations and Conflict Resolution # Compliance and Legal Acumen
HR Technology Integration # Talent Acquisition and Management

SKILL SET

- Proficient in advanced Excel functions and ERP systems, leveraging these tools to streamline processes and enhance efficiency.
- Highly task-oriented, with a strong focus on completing assignments promptly and accurately.
- A keen observer, adept at identifying and addressing potential issues before they escalate.
- Possessing in-depth knowledge of HR activities and associated tasks, ensuring compliance with regulations and organizational policies.
- Meticulously maintain comprehensive employee data, prioritizing accuracy and confidentiality in record-keeping.

JOB RESPONSIBILITIES

- Ensuring meticulous adherence to all PF, ESIC formalities, maintaining compliance with regulatory standards.
- Curating and managing comprehensive Employee MIS/HRIS, encompassing a spectrum of crucial data including Employee Code, Name, Address, Contact Details, Joining and Confirmation Dates, Salary Details, PAN, and Date of Birth.
- Precision in recording and overseeing leave accruals and balances.
- Orchestrating monthly salary processing and disbursement, including the generation of detailed salary slips, guaranteeing timely and accurate payment.
- Implementing sophisticated MIS frameworks and tracking mechanisms, tailored to meet specific managerial requirements.
- Engaging in daily updates of the Master File and generating a suite of reports on a regular basis.
- Skillfully managing an extensive employee database within Excel.
- Providing prompt resolution to inquiries from associates regarding salaries, PF, ESIC, and related matters.
- Expertly handling Full & Final Settlements (F & F), encompassing calculations and disbursements for various scenarios like terminations, resignations, retirements, and redundancies.
- Coordinating the collation and reconciliation of payment summaries with precision.
- Developing comprehensive audit files for salary transactions, ensuring accuracy and compliance.
- Facilitating the generation of UAN/ESIC Numbers for new hires and ensuring their seamless integration into the system.
- Formulating and managing salary budgets with an eye for detail and strategic planning.
- Ensuring timely incorporation of new statutory amendments into existing systems and processes.
- Effectively addressing and resolving employee salary grievances through systematic approaches.
- Crafting and disseminating appraisal letters in alignment with organizational standards.
- Collaborating with clients to share monthly compliance documents and furnish detailed reports.
- Conducting comprehensive induction training sessions for new hires to foster seamless integration and understanding of organizational processes.
- Spearheading the processing of PF Form online withdrawals and 31 advance claim processes.
- Timely filing of monthly returns for PF, ESIC, and PT, ensuring regulatory compliance at all times.

LANGUAGE & COMPUTER

LANGUAGES

English



Hindi



Marathi



COMPUTER

MS Office (Word, Excel, PowerPoint)



Email and Internet



SKILL GRAPH



Payroll Processing



Taxation Knowledge



Statutory Compliance



Advanced Excel Proficiency



ERP Systems Management



Problem Solving & Troubleshooting



Auditing & Reconciliation



Vendor Management



Data Security & Confidentiality



Continuous Learning & Adaptability

HOBBIES



Exploring distant lands



Getting lost in a good book



Every kind of sport



Internet surfing and learning new things



Listening Music