
Deepak Jalwania

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Profile Summary:

- 7+ years of experience in Payroll, Insurance, and Banking.
- Good working knowledge of Payroll, Insurance, and Banking.
- Good coordination and communication with clients.
- Prepare and maintain all required payroll reports.
- Strong understanding of end-to-end payroll processes and statutory compliance.

Organizational Experience:

Safeguard Global (Remote): August 2022 to present
Designation: Payroll Specialist

Roles & Responsibilities:

- Accurately process bi-weekly, semi-monthly, and monthly payrolls, ensuring compliance with company policies and legal regulations. Handle adjustments, including salary changes, bonuses, overtime, and deductions.
- Ensure compliance with federal, state, and local payroll laws. Prepare and file payroll-related reports, such as tax filings and year-end reports.
- Serve as the main point of contact for payroll-related inquiries. Resolve payroll discrepancies and errors promptly and effectively.
- Maintain and update payroll systems and records. Implement and optimize payroll software to streamline processes.
- Manage accurate payroll records, including time sheets, leave balances, and employee information. Perform regular audits of payroll data.
- Work closely with HR and Finance departments to ensure seamless integration of payroll and HR data. Collaborate with other departments to support business objectives.
- Identify process improvement opportunities and implement best practices. Stay updated on industry trends and regulatory changes.

Genpact - Process Analyst

Jaipur, RJ Oct 2018 to July 2021

- Verification of bank details
- Receiving and verifying documents of customers
- Processing and finalizing the estate of the deceased customer
- Blocking the card or account of the deceased
- Managing the funds and sending the requirements to release funds
- Used to make the changes to deceased customers' bank accounts as per beneficiaries' requests.

WNS (World Network Service) Sr Associate

Pune, MH Feb 2016 to Feb 2018

- Verification of insurance policy status.
- Receiving & verifying the document of Members.
- Processing Ownership change request.
- Processing Beneficiary change request.
- Processing Name change request.
- Processing Coverage change request.
- Processing Smoker change request.
- Used to make the changes to insurance policies as per policyholders' requests.

EDUCATION:

Bachelors in Computer Applications from University of Pune, Pune MH
Senior Secondary in commerce from Rajasthan Board, Ajmer RJ

SKILLS:

- Payroll
- Attention to Details
- Calculations
- MS Excel
- Reporting
- Communication and Google Sheets
- Problem Solving

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

Deepak Jalwania