

SUSHIL DHOTE

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Hyderabad, TS

PAYROLL CONSULTANT

Experienced **Payroll consultant** with **5 years of expertise in End-to-End payroll** processing and management. Skilled in consulting, delivering **exceptional Client service and support**. Proven track record in payroll processing and fostering **strong client relationships**. Seeking to leverage diverse skills as a payroll consultant to contribute to your organization's success.

SKILLSET & EXPERTISE

- **Master Data management**
- Tax, Legislation, Statutory
- Pre & Post Payroll Support
- End to end Payroll cycles
- Data Gathering & Analysis
- **Payroll Reconciliation**
- **Testing & Validation**
- Support and Troubleshooting
- **Electronic Payment Services**
- Year-End Processing
- STP, ESS & EFT Transfer
- **Client Support & Resolution**
- **Reporting and Analytics**
- **Timesheet Processing**
- **Root Cause Analysis**
- Mainframe Payroll Processing
- **ADP GlobalView, Payforce, Celergo**
- **SAP HCM Payroll, OM & PA**
- Microsoft Power BI & Tableau
- **Microsoft Excel, PowerPoint**
- **Oracle Siebel CRM**

PROFESSIONAL EXPERIENCE

ADP INDIA PVT LTD Payroll Consultant

August 2022 - Present
Hyderabad, TS

- **Comprehensive End-to-End Payroll Management:** Executed end-to-end payroll processing cycles in SAP HCM Payroll for UK Client, including data import, pre-payroll activities, payroll runs, post-payroll reconciliation, and period-end closing, ensuring accurate and timely salary disbursements.
 - **BACS & Statutory Payments:** Process BACS payments for employees and statutory payments to HMRC, including PAYE, National Insurance (NI), Student Loans, and pension contributions, adhering to regulatory deadlines. Manage statutory adjustments such as SSP, SMP, SAP, and ensure accurate reporting to HMRC via RTI submissions.
 - **Data Management & Compliance Reporting:** Handle payroll inputs, including employee records, timesheets, and variable pay elements, ensuring precise data entry and secure maintenance within SAP. Generate statutory reports such as P11D, P45, P60, and comprehensive payroll summaries to support audits and compliance reviews.
 - **Issue Resolution & Client Support:** Address and resolve payroll discrepancies, tax code adjustments, and statutory queries, ensuring compliance with UK labor laws and maintaining stakeholder satisfaction. Collaborate with client HR and Finance teams to provide expert support on pensions, auto-enrollment, and benefit entitlements.
 - **Audits & Process Improvements:** Conducted regular payroll audits to identify discrepancies, ensuring alignment with UK employment laws and minimizing compliance risks. Proposed and implemented process improvements to enhance payroll accuracy and efficiency, contributing to a 10% reduction in errors.
 - **Client Collaboration and Needs Assessment:** Collaborated closely with clients to understand business needs, providing tailored solutions and expert guidance.
 - **Mentorship and Team Development:** Mentored and guided junior consultants, fostering professional growth and knowledge sharing within the team.
 - **Service Management and Project Involvement:** Managed HR incidents, service requests, and change requests for existing clients, while participating in specific projects to deliver high-quality results.
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- Payroll Processing and Management:** Independently managed end-to-end payroll processing for over 500 employees across multiple regions, ensuring 100% on-time and accurate payments. Conducted monthly payroll reconciliations, reviewed payroll reports for accuracy, and recommended process improvements to enhance efficiency.
- Tax Compliance & Reporting:** Managed payroll tax calculations and employer contributions, ensuring timely submissions to regulatory authorities in compliance with local and regional laws. Prepared and delivered detailed payroll reports to Finance, HR, and other departments, enabling data-driven decision-making.
- Client Relationship Management:** Built and maintained strong relationships with clients by addressing over 100 payroll inquiries monthly, resolving complex issues promptly, and adhering to SLAs. Conducted background verifications and managed onboarding documentation to facilitate seamless transitions for new hires.
- Process Optimization & Audits:** Reviewed payroll processes and implemented solutions that improved accuracy and efficiency by 25%. Supported internal and external audits by ensuring compliance with HR policies and maintaining up-to-date payroll documentation.
- Data Analytics & Issue Resolution:** Utilized advanced data analysis to identify payroll discrepancies, optimize payroll operations, and enhance reporting accuracy. Resolved 95% of payroll issues within 48 hours, ensuring employee satisfaction and maintaining compliance with company and regulatory standards.

- End-to-End Payroll Processing:** Executed the full payroll cycle for Australian clients, ensuring accurate calculation and timely payment of employee salaries, benefits, and deductions in strict adherence to Australian labor laws and client policies.
- Payroll Data Management & Accuracy:** Ensured precise data entry of payroll information, including timesheets, attendance records, and employee details, maintaining error-free payroll records through regular audits and verifications.
- Tax Compliance & Statutory Reporting:** Managed PAYG withholding, Superannuation contributions, and termination payments, ensuring compliance with the Australian Taxation Office (ATO) guidelines. Submitted Single Touch Payroll (STP) reports and generated statutory reports, such as BAS and year-end summaries, for tax compliance and client audits.
- Client Support & Issue Resolution:** Addressed payroll inquiries, including tax adjustments, leave accruals, and Superannuation issues, providing accurate and timely resolutions. Collaborated with client HR and Finance teams to resolve payroll discrepancies, ensure accurate entitlements, and support internal and external audits.
- Process Optimization & Auditing:** Conducted payroll audits to identify discrepancies, ensuring compliance with Australian Fair Work legislation and company policies. Proposed process improvements and system enhancements to improve payroll accuracy, efficiency, and overall client satisfaction.

EDUCATION

Yashwantrao Chavan Maharashtra University – Nashik, IN
Bachelor of Business Administration, August 2021

Janta Mahavidyalaya, Chandrapur, IN
Senior High School, May 2016 (12th)

Mount Carmel Convent High School, Chandrapur
Junior High School, April 2014 (10th)

KEY CHARACTERITICS

- Detail Oriented
- Autonomous Work Style
- Effective Communication
- Analytical & Proactive
- Resilient & Empathetic
- Reliable & Organized
- Adaptability & Initiative
- Critical Thinking & Curiosity