

## **Sushma Vijay Ambare**

**E-mail** – [sushamambre123@gmail.com](mailto:sushamambre123@gmail.com)

**Mob. No:** (+91) 8975746733, 7499961058

**Address:** Main Road, Near to bus stop, At Post Ganore, Tal - Akole, District - Ahmednagar  
422605

### **Career Objectives:**

To excel through innovation & sustained efforts in order to build an outstanding and long-term career in growth of organization that will use my education, skill and professional abilities as well as provide personal advancement opportunities.

### **Experience:**

Worked as Senior process executive in Infosys BPM limited from 4<sup>th</sup> July 2016 to 20<sup>th</sup> May 2022 for **Australia and New Zealand** payroll processes.

Currently working as Payroll Administrator in Cubic Transportation system private limited from 22nd May 2022 to till date for **Australia, New Zealand and India** payroll processes.

### **Job Profile:**

Job involved processing End to end wages payroll and Salary (on cycle and Off cycle) for **Australia Payroll** in SAP & Payforce **New Zealand Payroll** in PayGlobal & MYOB

- Acquired in-depth knowledge in processes of Payroll Domain which includes Master data, Hiring, Rehiring, Terminations (Resignation, Redundancy, Dismissal, Death etc.), Reclassification, Transfers (Salary to Wages), General deductions, Additional payouts, Overpayment letter and recovery, Timesheet, Timesheet upload, Public holiday payment and adjustments, Purchase Leave, Long Service Leave calculation, Parental leave process, leave encashment, Leave reconciliation, Superannuation, Back pay calculations including underpayments, Tax, Allowances, Deduction or Overpayment
- Knowledge of Australian and New Zealand taxation payroll tax, PAYG or PAYE, IRD filing processes
- Answering to employee/clients enquiries or issues raised via tickets or phone call
- Responsible to take care of Weekly and Fortnightly pay areas
- Responsible for SOP update
- Responsible for training of New Members coming into the Team.
- Responsible for Data Quality Management/Audit in my Team.

### **For India Payroll:**

- Responsible for Managing the timesheets and mandatory reports
- Handling issues and adjustments for Shift allowance, leaves and timesheet
- Responsible for updating new hire, termination, emp changes data on ADP portal
- Answering to employee enquiries or issues raised via tickets or phone call

**Application Used:**

- Citrix
- SAP- ECC6 and 4.7
- OEMS (Call Management System)
- Microsoft Office 2003,2007 and 2010
- Pay Global
- Payforce
- Workday
- MYOB

**Reward and extra Activities**

- Received Client appreciation for exceptional delivery.
- Get Awards – I-Star, Client Award, Spot Award, Extra-Individual Miler Award
- Certified Milestone, CTM, British Council.
- Learning Japanese language (N5 level)

Course	School/College Name &University	Year	Percentage	Remark
B.Sc.	Agasti college, Akole, Pune University	2016	65.03	First Class
H.S.C	Agasti College Akole, Maharashtra State Board	2013	46.67	Second Class
S.S.C	C.S. Vidyalaya Ganore, Maharashtra State Board	2011	65.45	First Class

**Strength**

- Good communication skill and friendly attitude
- Ability to handle pressure with ease and calmness
- Good analytical and troubleshooting skills
- Positive attitude
- Ability to quickly grasp new concepts

## Personal Information

Name	-	Ms. Sushma Vijay Ambare
Date of birth	-	06 <sup>th</sup> December 1995
Gender	-	Female
Marital Status	-	Unmarried
Languages	-	English, Marathi, Hindi
Nationality	-	Indian
Mobile no.	-	8975746733/ 7499961058
Email	-	<a href="mailto:sushamambre123@gmail.com">sushamambre123@gmail.com</a>
Permanent address	-	A/P Ganore, Tal – Akole, District-Ahmednagar 422605

## Declaration

I consider myself familiar with Computer science aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Sushma Ambare