

Sachin Patil

9606945534 | sac10598hin@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Befree Business Resourcing LLP** 5/04/2022 - 5/12/2022
Financial Adviser(Paraplanning - Australian division)
Job Role:
*Providing advice on Investment, portfolio management, insurances and retirement for individuals.

*Preparation of statement of advice(SOA) a various document that contains various recommended strategies for client to follow.

* Providing advice on portfolio mangement, insurances and retiremnt for individuals.
- Paysquare Consultancy Ltd (Toyota Kirloskar Motor)** 30/04/2023 - 31/08/2023
Associate - Implant Payroll
Job Role Summary

1.Payroll Management:
 - Maintain monthly payroll attendance records.
 - Track leave records.
 - Generate final attendance reports for salary processing using Kronos (UKG) software.
2. Loan Management:
 - Handle company loans using ORACLE software.
 - Conduct monthly bank reconciliation activities.
3. Vendor Payments:
 - Process payments to vendors, including managing Goods Receipt Notes (GRN).
 - Release Purchase Orders (PO) through SAP software.
Skills and Qualifications
 - Proficiency in payroll software (Kronos/UKG).
 - Experience with ORACLE for financial management.
 - Familiarity with SAP for procurement and vendor management.
 - Strong attention to detail for accurate record-keeping and reconciliation.
- Pierian (Toyota Kirloskar Motor)** 01/09/2023 -
Payroll Executive
Job Role Summary

1.Payroll Management:
 - Maintain monthly payroll attendance records.
 - Track leave records.
 - Generate final attendance reports for salary processing using Kronos (UKG) software.
2. Loan Management:
 - Handle company loans using ORACLE software.
 - Conduct monthly bank reconciliation activities.
3. Vendor Payments:
 - Process payments to vendors, including managing Goods Receipt Notes (GRN).
 - Release Purchase Orders (PO) through SAP software.

Education

- **Vishwabharathi High School** 2014
SSLC
73%
- **Vijaya Bifurcated PU College** 2016
PUC
55%
- **RNS First Grade College** 2021
BBA
65%

Skills

- Ms Excel,Kronos(UKG), Oracle HRMS, GRN(SAP)