


Mahaveer Sanjaykumar Randive

Product Implementation Specialist

 4 Years 1 Month

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 (+91) 7350799924



Key Skills

typing speed is very good

Statutory Compliance

Salary Processing

Leave Management

Payroll Software

Payroll Processing

Good Communication In English

MS-Excel

good camand in accounting



Certification

- SAP ERP training



Personal Information

City Pune

Country INDIA



Hobbies

Traveling



Profile Summary

With 4 years and 1 months of dedicated experience in payroll compensation, leave and attendance management, and benefits administration, I bring expertise in statutory compliance and TDS filing. Proficient in delivering comprehensive payroll-related services, I excel in resolving queries and ensuring adherence to regulatory requirements. My skill set encompasses meticulous attention to detail and a strong focus on accuracy and efficiency. I am adept at handling diverse aspects of payroll management.



Education

2015, Full Time

ICWA (CMA), ICWA (CMA)
icmai

2020, Full Time

B.Com, Commerce
Pune University

2013

12th, Maharashtra, Marathi, 60-64.9%

2009

10th, Maharashtra, Marathi, 70-74.9%



Work Experience

2024 - Present

Product Implementation Specialist
Greytip Software

Key Result Area

- Enhanced payroll, leave, and attendance systems for clients, resulting in a notable increase in efficiency and accuracy.

- Advised and supported clients in processing payroll, leave, and attendance, ensuring precision and compliance with regulations.

- Guided clients in effectively managing employee declarations, facilitating



Languages

Marathi, English, Hindi

seamless leave updates, and accurate attendance marking.

- Provided dedicated support to employees in adding investment proofs, ensuring thorough verification for compliance purposes.

- Assisted clients in navigating and streamlining processes related to PF, ESIC, PT, LWF, and adeptly generated comprehensive reports using software.

- Integrated the biometric system into Greythr, significantly improving attendance tracking and management.

- Customized JV reports as per specific client requirements, enabling tailored financial reporting.

- Facilitated seamless integration of Tally with the Greythr software, enabling seamless data transfer and accuracy in financial records.

- Configured various types of salary structures in the software, ensuring alignment with organizational requirements and regulations.

- Proficiently configured diverse shifts and leave types in the software, enhancing flexibility and accuracy in attendance and leave management.

- Successfully configured FBP salary structure in the software, ensuring compliance and seamless processing of flexible benefit plans.

2023 - 2023

HR

RSB Transmissions

Key Result Area

- Managed end-to-end payroll processing for 2500+ employees with a high level of accuracy and efficiency.

- Collected, analyzed, calculated, and entered monthly payroll-related data, including attendance, new joiners, resignations, advances, overtime, reimbursements, and deductions.

- Ensured compliance with employee benefits such as provident fund and ESIC as per state labor laws, contributing to a well-managed and legally compliant payroll system.

- Calculated monthly TDS liability on salary, mitigating financial risks and ensuring tax compliance.

- Handled all PF-related queries, from UAN generation to PF withdrawal, and managed pension-related processes along with ESIC IP generation.

- Managed monthly statutory deductions like Professional tax and Labor Welfare Fund, demonstrating attention to detail and adherence to state-wise regulations.

- Prepared various MIS reports including Employee master, Salary register, Payslip,

Invoices, PF report, ESIC report, TDS report, state-wise PT report, and LWF report, ensuring comprehensive and accurate record-keeping.

- Filed monthly PF, ESIC, and PT challans, optimizing financial processes and ensuring timely and accurate submissions.

- Oversaw monthly PT return filing, maintaining compliance with tax regulations and avoiding penalties.

- Met strict deadlines for salary disbursement and statutory compliance, ensuring smooth payroll operations and employee satisfaction.

- Addressed payroll-related queries, supported audit-related requests, and maintained confidentiality, contributing to a trusted and reliable payroll function.

2020 - 2023

Payroll Associate

Paysquare consultancy Pvt Ltd

Key Result Area

- Managed end to end payroll processes, ensuring accuracy and compliance.

- Assisted in delivering compliant monthly payroll and pension schemes.

- Supported Payroll Executive in conducting internal and external payroll audits.

- Provided expert pay advice to employees and managers, ensuring timely signposting to relevant external teams.

- Monitored and escalated queries within agreed SLAs, ensuring adherence to deadlines.

- Delivered feedback and coaching to enhance employee performance and skill sets.

- Maintained strict data confidentiality in line with information regulations.

- Recommended personnel functions to improve employee-management relations.

- Conducted detailed interviews with employees, supervisors, and managers to create comprehensive job descriptions.

- Stayed updated with changes in employment law and related policies, ensuring organizational compliance.



Internship

62 Days



Projects

487 Days

Amazon payroll project at Paysquare

All the Amazon delivery partners data migration and payroll processing all their taxation and compliance part