

CURRICULAM VITAE

Polina Shinde

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OBJECTIVE

Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills and for the improvement of my personal skills and also my team members wherein, we can all grow together.

WORK EXPERIENCE AT JACOBS. 28th Aug 2023 – Till date

Designation: Lead Accounting Associate - Payroll

Role: Payroll Coordinator

Platform: Oracle

1 Year of experience in Australia payroll with Jacobs

Roles and Responsibility as Process Analyst: Australia

- Processing End to End payroll for 3 entities in AUS.
- Worked on the ESPP (Employees Stock purchase plan) on purchase & refund file on monthly basis.
- Working on the adhoc payroll on weekly basis
- Supervising the team on our daily activities if they are being taken care of before the due dates, assisting the team if they any queries.
- Taking care of the audits which were performed on quarterly basis.
- Worked on the overpayment process as there were a lot of employees from whom the company had to recover the amount from
- New hire Inputs such as TFN Documents, Superannuation form, Bank Documents collected from Employees via E-mails, Tickets & Calls (if required).
- Coordinating with HR team if there are any changes in Employee's Pay corrections, Terminations & the accrual data for the Terminated Employees to process their final pay.
- Releasing payroll salaries to vendors & employees as per schedule.
- Making Termination payments within 7 working days.
- Interacting with payroll vendors in resolving their quires & finalizing payroll to make sure employees are paid on time with high accuracy levels & low cost to company.
- Resolving Employee Queries & providing them the breakdown of their salaries if regarding their

payroll checks via Tickets, E-mails & Calls.

WORK EXPERIENCE AT AMAZON. 29th July 2019 – 15th Aug 2023

Designation: Sr. Financial Operations Analyst

Role: Payroll Coordinator

Platform: PeopleSoft

3.6 Years of experience in Singapore & New Zealand payroll with Amazon Development Center India

Roles and Responsibility as Process Analyst: Singapore

- Processing End to End payroll for salaried & hourly Employees.
- Collation of New hire Inputs such as NRIC Documents, Entry permit, Bank Documents, Race & Religion details from Employees via E-mails, Tickets & Calls.
- Coordinating with HRS team in getting inputs and for any changes in Employee's Pay corrections, Cost Center changes, Terminations, Collecting LOU from Terminated Employees,
- Maintaining sufficient funds in each entity's bank accounts & releasing payroll salaries to vendors & employees as per schedule.
- Getting information from third party vendors for payroll processing like insurance deductions, medical reimbursements, stock data etc.
- Making Termination payments within 3 days
- Interacting with payroll vendors in resolving their queries & finalizing payroll to make sure employees are paid on time with high accuracy levels & low cost to company.
- Resolving Employee's Queries regarding their payroll checks via Tickets, E-mails & Calls.
- Working on journal entries & sharing the files to the respective Accounting Teams.
- Filing NS claims for employees who are attending National Service Training.
- Filing IR21 for transferred or terminated Non-Singaporean employees.

- Updating SOP on regular bases.
- Creating SOP's for the better understanding of the process.
- Filing year end forms (IR8A) to the Authorities before the given due dates.
- Processed more than 3000 payslips.

Roles and Responsibility as Process Analyst: New Zealand

- Processing End to End payroll for salaried & hourly Employees.
- Collation of New hire Inputs such as Kiwi Saver Form, Tax Declaration Form, Bank account details & Screenshot of the bank account.
- Preparing the inputs and sharing it to the vendor.
- Validating the pay registers (validations and calculations performed for each employee) & sharing the observations if any. Once the pay registers are good confirmation to be sent to the vendor.
- Maintaining sufficient funds in each entity's bank accounts & releasing payroll salaries to vendors & employees as per schedule
- Preparation of D Report (Delta report for managers review)
- Raising the Pega (Tool for management to approve the payments)
- Releasing the funds in the employee's account.
- Interacting with payroll vendors in resolving their queries & finalizing payroll to make sure employees are paid on time with high accuracy levels & low cost to company.
- Resolving Employee's Queries regarding their payroll checks via Tickets, E-mails & Calls.
- Working on journal entries & sharing the files to the respective Accounting Teams.
- FBT filing.
- Creating SOPs for the better understanding of the process.

WORK EXPERIENCE AT SOPRA STERIA. 27th June 2017 to 26th July 2019

Designation: Process Executive

Role: Payroll Coordinator

Platform: Oracle

Roles and Responsibility as Process Executive

- Managing the Overpayments Team (One of the teams under HR services SSCL).
- Handled the Clients for knowledge transfer and daily calls.
- This is a payroll reconciliation process. It involves calculating the overpayment amount for the leavers.
- Have knowledge of calculating Tax, NI Contribution, Superannuation, Overpayments and Underpayment.

- Have handled the Logs on daily basis, Collation of the Calculators processed and Audited as well.
- Have won the appreciation form the Head of our Delivery Unit for exceptional performance on 5th Sep 2018.
- Have given trainings to more than 60 people.
- Taking care of all the email queries and call queries.
- Client Interaction and daily calls and sharing the team performance.
- Tracking the attendance for Team Members.
- Training and Development
- Processing payment summary for voluntary deduction, court orders, credit union, additional voluntary contribution, Legal and General Partnership schemes, Superannuation and ASLC's and sending SOP1 to AP team.
- Update employee's Tax details and Starter Declaration in the System.
- Input Salary sacrifice amount.
- Input information in the system as per P46, P6, and P45 form received from HMRC.
- Correct employee's NI number, Tax amounts as per HMRC.
- Input Voluntary deduction amount in employee's account. Verify & update hierarchy for employee.

ACHIVEMENTS:

Amazon:

- Received 16 Laser Spot awards from Employees under Amazon`s Leadership Principles such as Bias for Action, Customer Obsession, Deliver Results and so on.
- Successful in implementing process innovations for two different Projects related to payroll.
- Successfully submitted 2 JDI projects which have reduced almost 109 hours per month.
- Promoted as a Sr. Analyst in Amazon.
- Was recognized for handling both the countries payroll together (i.e. Singapore & New Zealand)
- Selected for Quality Assurance team for Auditing Singapore, New Zealand and Australia.
- Have shared an idea for process improvement regarding the SLA for the Tickets and it was successfully completed.
- Have also coordinated with the analyst and helped them to increase the quality for the payroll.

Sopra Steria:

- Awarded as the Best Trainer.
- Trained more than 60 employees of the company for Overpayments process.
- Done transition to Noida for Process transfer (Overpayments).
- Received Star Performance Award
- LEAN Certified.

Jacobs:

- Got appreciation from the HR Asia Director for my work.
- Team appreciations received.

EDUCATIONAL PROFILE

Qualification	Board/University	Year
BBA	Pune University	2017

XII Standard	Maharashtra State Board	2014
X Standard	Maharashtra State Board	2012

PROJECT

- Successfully Completed Hourly Employees On-boarding & processing new payroll setup for Singapore.
- Successfully completed new entity transitions for New Zealand.
- Automation of Payroll Inputs to Vendor template.
- Automation of Pay Register Validations.
- D Report automation
- Part of Kaizen project
- Successfully initiated the idea for the improvement for two projects which saved almost 58.25 hours
- Started Off – Cycle payroll in New Zealand
- Launched New Entity in New Zealand
- Successful in setting up two new entities in Singapore payroll.

STRENGTHS

- Dedication and determination towards work
- Decision making and problem-solving skills.
- Quick learner, keen to learn and improve skills.
- Self-motivation and ability to take initiatives.

HOBBIES

- Singing, Dancing, Exploring new places

PERSONAL PROFILE

- Father's Name: Mr. Manvel
- Date of Birth: 18thSep1996
- Marital status: Married
- Address: Sairam Park, B Wing, flat no 20. Warje 411058

DECLARATION

I hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Date:

Place: Pune (India)

(Polina Shinde)

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