

## PERSONAL INFORMATION

- ✉ **Email**  
mansikakade@gmail.com
- 📞 **Mobile**  
(+91) 7744948659
- 📁 **Total work experience**  
3 Years 10 Months

## KEY SKILLS

Accounts Payable

Kronos

Auditing

PeopleSoft

US Payroll

Payroll Operations

Payroll

Adp Workforce Now

Accounts Receivable

Adp Application

Advanced Excel

ADP

Full and Final Settlement

## OTHER PERSONAL DETAILS

City Pune

Country INDIA

## LANGUAGES

- English
- Hindi
- Marathi

# Manasi Kakade

Payroll Analyst

## PROFILE SUMMARY

Detail-Oriented Payroll Analyst. Ensuring Accuracy & Compliance in Payroll Processing with 3+ years of experience

## EDUCATION

- 2018 MBA/PGDM  
**Hirachand Nemchand College of Commerce, Solapur**
- 2016 B.B.A/ B.M.S  
**University of Solapur, Sholapur**

## WORK EXPERIENCE

- Jan 2021 - Present Payroll Analyst  
**Amazon**
- Pay Amazon employees accurately, on time, every time. - Manage Off-Cycle Payrun and payments. - Process payroll i.e. Salary, employee / employer tax's and other statutory deductions using in house and 3rd party payroll platform. - Produce timely responses to queries received from employees, support team and HRBP's. - View and manage human resource data on people portal. - Process manual check calculations, work with the vendor to process stop payments/reversals, enter paycheck card entries and assist with check distribution and backup other payroll analysts as needed. - Support scheduled and adhoc payroll task such as reporting, reconciliations, tax filings i.e. Start of year, end of year, annual employee earning records.
- Apr 2019 - Nov 2019 Corporate Action Analyst  
**BNY Mellon International Operations (India)**
- Works on multiple systems to perform corporate action processing, including creating and scrubbing announcements, sending client instructions to third parties.
- Processing basic mandatory and voluntary corporate action events, processing liability notices.