

Manoj Ramule

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Objective

- To seek a position with major responsibilities that will effectively utilize my communication and organizational skills and experience that can be fully utilized while gaining new experiences and knowledge.

Educational Qualifications

- Master of Arts in June 2007 from Solapur University
- Bachelor of Arts in June 2005 from Shivaji University Kolhapur.

Work Experience

Mphasis Ltd. - Canada Payroll - Aug 2023 to Till Date

Working as Senior Payroll Analyst

We working as a team including Payroll, HRS and Account Payable for Canada Payroll.

- Managed Services (End to end Payroll processing)
- Working on Workday and Canada's Authorized websites.
- End of Financial year activities

Roles and responsibilities in Mphasis Ltd.

- Support to testing with Onshore team for Access, system set up and team alignment depend upon work type.
- Perform reconciliation and validation of data according to predefined payroll processing procedures and standards
- Support end-to-end Benefit administration processing such as benefit enrolment, shift allowance, medical allowance, pension, etc.
- Responsible to collect inputs from the internal stakeholders and ensuring 100% data accuracy
- Third Party administration processing such as vendor invoicing and coordination with Finance for payment, etc
- Good Knowledge about Workday, UKG and Payroll reports.
- Accountable for payroll, tax, and any external statutory audit.
- Accountable for local country payroll and statutory processing, to ensure compliance to legal, fiscal, and regulatory requirements. This includes any form of remunerations, statutory contributions, fund release to statutory bodies, tax reporting and clearances, and payment to vendors and employees.
- Coordinates with Finance teams to ensure all the financial related transactions relating to payroll activities are in place (e.g. financial postings, fund availability in treasury)
- Making Transport schedule for all the team members.
- New Employee – For new team members - Update the Mandatory trainings schedule.
- Balancing the site and send all the required reports within TAT.

ADP India Pvt. Ltd - Australian Payroll - Jan 2015 to Apr 2020

5 years of experience in payroll domain and have acquired international exposure in Payroll Domain.
Worked with multiple departments of payroll

- Managed Services (End to end Payroll processing)
- End of Financial year activities

Roles and responsibilities in ADP

- Worked with **ADP** as **Senior Payroll Associate**
- Accountable for payroll, tax, and any external statutory audits
- Managed end-to-end payroll processing
- Analyze current procedures for effectiveness and initiate change in process and procedures
- Preparing Reports & other statements with a view to apprise management of the process operations and assist in critical decision-making process

Process Overview

Managing end-to-end payroll processing for Australian clients.
Each task has defined cut offs for both clients and ADP to submit the data and deliver the reports respectively.

- **Pre payroll processing –**
 - Processing New hires, termination, leave calculations, back pays, employees and client master files changes before client submits timesheet
- **Payroll processing –**
 - Clients submits the timesheet through E-service.
 - We process payroll and double checks the reports prior delivering it for client's review
 - After confirmation from client, we finalize pay-run and request for EFT release.
- **Post payroll processing –**
 - After closing the payroll, the predefined reports of current payroll are sent to clients.
 - Manage statutory payments on behalf of clients and submit payroll to ATO
- **End of Financial year activities-**
 - Updating Fringe benefit tax for employees as a part of End of financial year activities.
 - Processing end of financial year reports and submit it to ATO

EXL Services Pvt. Ltd. (US Insurance HIG)

Position : Senior Customer Care Executive
Experience : June 2010 to Oct 2014
Department : Operations

Role & Responsibilities

Job Profile:

- Process Endorsements (like amending the policy via adding/deleting vehicle, Location and coverages, Loss Payee/Mortgagee/Additional insured), Renewal Forms. Certificate (like Certificate of Liability Insurance and Evidence of Property)
- Mentoring and helping team members for processing requests.
- Sharing updates with the team in team huddle.
- Handling daily reports (like SLA, TAT, Workload, AHT report, weekly dashboard and sharing audit scores)
- Support to Assistant Manager for Transport roster of team members.

Achievement :

- Intro 320 (Introduction to Property & casualty) From US, Certified in 2012.
- Awarded for Royal champ and Extra miler in Nov 2011, Mar 2013 and July 2013.
- Have attended TTT, Impactful Presentation Skills and Business Writing Trainings.

Other Activity

Basic Knowledge about APAC Payroll (Singapore, Malaysia & Hongkong)

Personal Details

- Name: Manoj Chintamani Ramule.
- Birth date: 08 June 1984.
- Language Known: English, Hindi and Marathi.
- Passport No J3403710
- Marital status: Married.

Place – Pune

Date -

Manoj C. Ramule