

MINAKSHI KISAN SONAWANE

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Career Objective

Seeking a position in an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goal.

PROFESSIONAL EXPERIENCE:

Organization Name	Period	Role/ Designation	Exp. In Year
JOHN DEERE INDIA PRIVATE LIMITED	Sep 2022 to till date	HR Executive-Payroll	2.2 Year
Nexdigm Corporate Services Pvt Ltd (SKP group)	Feb 2020 to Sep 2022	Executive-Payroll	2.5 Years
Top Source Infotech Pvt. Ltd.	Nov 2016 – Jan 2020	Sr. Payroll Executive	3.2 years
Paysquare Consultancy Pvt. Ltd.	July 2014 – Nov 16	Executive - Payroll	2.3 Years
Software Technology Parks of India	June 2013 – July 2014	HR & Admin Associate	1 year
M.B. Patil Construction Industry	March 2012 – May 2013	Executive - Recruiter	1 year

John Deere India Private Limited -

- Onboarding – New joiner creation, Web portal link creation, Flexi pay updating.
- Handle end-to-end payroll processing activities, including collecting and verifying timekeeping information, calculating wages, salaries, deductions, and bonuses, and ensuring accuracy in payroll calculations.
- Time and Attendance Management: Manage time and attendance systems and address any discrepancies or issues.
- Payroll Issue Resolution: Address and resolve employee inquiries and concerns related to payroll and deductions. Investigate and correct payroll errors or discrepancies and communicate the resolution to employees.
- Collaboration and Communication: Collaborate with HR, Finance, and other departments to ensure the smooth flow of information and coordination of payroll-related activities. Communicate payroll-related updates and changes to employees and provide necessary assistance as required.
- Payroll System Maintenance: Oversee and maintain the payroll system or software, including updates, configurations, and troubleshooting. Ensure data security, confidentiality, and backup processes are in place.
- Employee Exit process - Take care of exit process.
- Career progression and Salary revisions updating.
- Wage Payroll Input preparation and coordination with Finance Team.

Nexdigm Corporate Services Pvt Ltd (SKP group) -

- Perform tasks to establish and maintain employee payroll records input, review and audit timekeeping and other payroll related records maintain time and attendance record.
- Reviewing new hire entered details in system.
- Reviewing post changes in pay, tax status and other miscellaneous categories compute wage, overtime and other type pay.
- Reviewing Calculation and records payroll deduction
- Reviewing advance, terminations and other Out-of-cycle payments
- Reconcile earnings and deduction total
- Review output registers and reports and correct out-of-balance conditions
- Prepare and file tax Reports
- Compile payroll data for management, auditors
- Independently coordinate and communicate with all internal group and client
- Take initiative demonstrative strong decisions making and organizational skill
- Review all statutory compliances -PF, PT, ESIC and Income Tax
- Client quires and escalation handling, employee quires handling
- Responsible for Actuarial valuation
- Preparing CTC structures for client
- Taking care of Statutory registrations

TopSource InfoTech Solutions Pvt Ltd.

- Processing salary Payout monthly, including Attendances, Reimbursement, Full n Final, Journal Voucher.
- Maintain the company's payroll for 1800 plus employees and process it accordingly on Monthly basis
- Processing Statutory part: PF, EISC, LWF, PT, TDS (Return of PT, TDS)
- Designed & implementing salary processing scheme for all the employees
- Employee Database management.
- Leave management.
- MIS generation & Tracking method.
- Investment proof checking
- Generation of Form No 16
- Vendor management
- Preparation of head count and attrition report, Analytics Report.
- Conflict resolution / Grievance handling.
- Worked directly with management to discuss any errors or discrepancies as well as provided special reports using Ascent.

Paysquare Consultancy Ltd

- Payroll processing of near about 1500 employees, checking and verifying the salary earnings and deductions.
- Processing salary Pay-out monthly, including Attendances, Reimbursement, Full n Final, Journal Voucher.
- Processing Statutory part: PF, EISC, LWF, PT, TDS (Return of PT, TDS)
- Designed & implementing salary processing scheme for all the employees
- Employee Database management.
- Leave management and MIS generation & Tracking method.
- Generation of Form No 16
- Vendor management
- Preparation of head count and attrition report, Analytics Report.
- Conflict resolution / Grievance handling.

- Responsible for handling employee's queries relates to Income Tax and Compliance, Flexi Benefit Plans and other deductions through My Payroll Web.
- Processing Full and Final Settlement of left employees.
- Preparing of TDS Calculation of employees.
- Cross checking Investment & Declarations of Employees
- Well information about Indian new Professional Tax, Income Tax. PF, ESIC
- Worked directly with management to discuss any errors or discrepancies as well as provided special reports using Precision.

Software Technology Parks of India.

- Payroll Co-ordinator.
- Asses the talent requirement and the manpower planning with leadership in accordance with business needs.
- Induction and employee Orientation.
- Succession planning.
- Employee engagement activity.
- Forecasting and re forecasting.
- Settlement of TA/DA (Tour & Transfer cases)
- Loan Processing.
- Human Resource data management. And maintain database.

M.B. Patil Construction Industry.

- Job Portal Handling – Naukri, Monster India, Timesjobs.com, Clickjobs.com
- Posting of Job, Mass Mailing.
- Sourcing, screening & short listing the profiles for construction field and related job requirement.
- Keeping Track of Responses, Arranging personal / telephonic interviews of the short-listed candidates.
- Giving pre and post follow-up to the candidate as well as the client, maintaining an internal database.

EDUCATIONAL CREDENTIALS

Examination	University / Board	Percentage obtained
MBA (HR_ & Production)	Shivaji University	1st Class
B.Sc. (Chemistry)	Shivaji University	1st Class
HSC	Pune Board	2 nd class
SSC	Pune Board	1 st class

SKILL COMPETENCY:

Competent and diligent professional with an experience in the entire gamut of **operations involved in Human Resource Department in Payroll Outsourcing, Recruitment Consultancy, and Information Technology** and handled role of Payroll Executive, Admin Executive, and Recruiter.