

MOHINI RUPESH KUMBHAR

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CAREER OBJECTIVE

To join the organization, where I can contribute my skills and abilities for organizational and personal growth

WORK EXPERIENCE

1. Greenvissage Business Consulting LLP

(Since 01- June-2022 to 10- July 2024)

DESIGNATION: Process Executive (INDIAN PAYROLL)

ROLES AND RESPONSIBILITIES:

- Collecting payroll inputs, calculating and entering data in order to maintain and update payroll information in the system.
- Ensure timely resolution of employee grievances and queries related to payroll.
- Handling issues related to PF, ESI, PT, and LWF.
- Knowledge of working Excel, leave, and attendance software.
- Validation of employee full and final settlement calculation handing
- Able to generate the monthly payroll on time and various management reports
- Good numerical ability, and problem-solving skills.
- Tax deducted at source (TDS) return is a quarter statement submitted by the deductor to the income tax department, TDS return Filling.
- Knowledge of Form 16.
- Software: Greythr software

2. Sopra Steria Pune

(Since 06-Nov-2017 to 31 Dec 2021 with Sopra Steria)

DESIGNATION: Process Executive (UK PAYROLL)

ROLES AND RESPONSIBILITIES:

- Responsible for handling queries related to Overpayment and underpayment.
- Investigate whether the Gross Overpayment reversal processed by the payroll team is genuine or false
- Government officers Payment, Double account processing for single employee
- In case of genuine Overpayment, process the Net amount for the overpayment.
- Also calculating Pension, National Insurance, Tax and other statutory compliance.
- Handles any query related overpayment or net payment.
- Identifies, investigates, and resolves discrepancies in overpayment and net pay
- Assist with calculation contract type of employment and working hours like full time or part time.
- Managing work allocation to the team.
- Giving floor support to a team member.

Software: Oracle, Ms-Office and Excel Micros

Achievements and Awards:

- Received Sopra Steria Star award for top performer within the team for the month of September 2020. Received award Appreciation Letter.
- Received Sopra Steria Pinnacle award in December 2020 for individual performance.
- Received SSCL Pune Above & Beyond award for 120% Efficiency with an accuracy of 100%
- Lean Certificate by the client for ideas and process automation

Educational Qualification:

| Exam | Board | Year of Passing | Class |
|----------|-----------------|-----------------|---------------------|
| SSC(X) | CBSE | 2007 | Second Class |
| HSC(XII) | State Board | 2009 | Higher Second Class |
| B.COM | Pune University | 2012 | First Class |
| M.COM | Pune University | 2014 | First Class |

SKILL SET

Computer Course:

MS-CIT, Microsoft Office, PowerPoint
English Typing – 30 Wpm
Basic Knowledge of Tally

HOBBIES

- Watching TV Serial, listening to music, Learning new things.

PERSONAL INFORMATION

| | |
|-----------------|--------------------------|
| Date of Birth | 16th September 1990 |
| Gender | Female |
| Husband's Name | Rupesh Kumbhar |
| Languages known | English, Hindi, Marathi. |
| Marital Status | Married |
| Passport | No |

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:-

Place:- Pune

Mohini Rupesh Kumbhar