

Prasad Shinde

Senior Process Associate

+91 7276776803

prasadshinde6569@gmail.com

Job Objective

Pursue opportunities in a vibrant and evolving workplace, utilizing personal capabilities to enhance knowledge and skills across various sectors and fields.

Education

- Bachelor of Commerce, Pune University, 2015

Core Competencies

- Payroll Compliance
- Employee Benefits Administration
- Data Management
- Process Optimization
- Client Servicing
- Team Leadership
- Audit and Quality Assurance
- Training and Development

Technical Skills

- Enterprise Payroll Systems
- Payroll Auditing
- Tax Panel Validation
- Payroll Engines Management
- E-time and KRONOS File Validation
- Interface Management
- Excel Data Compilation
- Pre-Payroll and Post-Payroll Activities

Awards & Achievements

- Top Performer award at WNS Global Services.
- Star Performer at Boyd & Moore Executive Search Pvt Ltd.
- Excellence Service, Insightful Expertise, and Prime Player recognition at ADP Pvt. Ltd.
- Successfully streamlined payroll processes, resulting in increase in efficiency.
- Received multiple awards for outstanding performance and dedication in previous roles.

Profile Summary

- Senior Process Associate with more than 4 years of expertise in payroll management at ADP Pvt. Ltd., focusing on the administration of payroll for a substantial workforce across the United States.
- Functioned as Senior Process Associate, overseeing tasks such as payroll processing, tax panel validation, and payroll system administration.
- Executed comprehensive pre-payroll audits, ensuring the accuracy of e-time and KRONOS files while addressing inquiries from both clients and employees.
- Recognized for detecting instances of employee overpayment, executing retroactive calculations, and ensuring precise wage adjustments.
- Developed engaging dashboard presentations, mentored new team members, and facilitated essential quarter-end and year-end processes.
- Exhibited exceptional leadership and interpersonal abilities, promoting a cooperative and productive workplace culture.
- Possessed extensive knowledge of contemporary payroll technologies and industry trends, ensuring adherence to regulations and accuracy in all payroll functions.
- Demonstrated a comprehensive understanding of payroll systems and compliance regulations, coupled with strong analytical skills for effective problem-solving and process optimization.
- Proven track record in training and mentoring team members, fostering a culture of continuous improvement and knowledge sharing, resulting in increased team performance and morale.

Work Experience

Jun'2021 to Present: Senior Process Associate at ADP Pvt. Ltd.
Role:

- Overseeing payroll processing for a diverse range of employees, ensuring accuracy and compliance with company policies.
- Managing pre-payroll audits, including employee direct deposit validation and tax panel verification.
- Collaborating with the interface management team to validate and upload payroll data accurately.
- Conducting post-payroll activities, analyzing pay group data, and performing various audits to ensure data integrity.
- Resolving client and employee queries promptly, maintaining a high level of customer satisfaction.
- Identifying and rectifying overpaid employees, conducting retro calculations, and ensuring accurate wage movements.
- Training new team members and conducting cross-training sessions to enhance team capabilities.
- Leading quarter-end and year-end activities, including report validation and executive audits.
- Developed and implemented a comprehensive training program for new hires, which improved onboarding efficiency and reduced the time to full productivity.
- Spearheaded a project to enhance payroll reporting capabilities, resulting in the creation of automated dashboards that provided real-time insights into payroll metrics.

Nov'2017 to May'2021: Senior Data Management Specialist at Boyd & Moore Executive Search Pvt Ltd.

Role:

- Updating and maintaining records in the database, ensuring accuracy and completeness of information.
- Collaborating with global teams to process data from various regions and convert image data into usable formats.
- Assigning tasks to team members, monitoring progress, and ensuring timely completion of projects.
- Conducting quality audits of team members' work and providing constructive feedback for improvement.
- Utilizing LinkedIn for basic searches and networking within the professional community.

Apr'2016 to Nov'2017: Associate - Ops at WNS Global Services

Role:

- Managing accounts payable and receivable processes for US-based clients in the transportation industry.
- Handling AP exception processes, processing invoices, and resolving price discrepancies efficiently.
- Working on both PO and non-PO invoices, ensuring accuracy and compliance with client requirements.
- Implemented a new invoice processing workflow that reduced processing time significantly improving client satisfaction and operational efficiency.
- Collaborated with cross-functional teams to resolve complex pricing discrepancies, ensuring compliance with client contracts and enhancing client relationships.

Personal Details

Address : Survey No.37/2, Vidi Kamgar Vasahat, Room no.83,
Chandannagar, Kharadi, Pune 411014

Languages Known : English, Hindi, Marathi

Date of Birth : 16 July 1995