

Mayur Kiran Pachpande

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PAYROLL SPECIALIST:

Results-oriented Payroll Specialist with a proven track record of implementing efficient payroll processing systems, reducing errors and ensuring accurate and timely payment to employees. Skilled in developing comprehensive employee record management systems, resulting reduction in data errors and improved data integrity. Committed to maintaining compliance with all payroll-related laws and regulations through regular audits and implementing necessary changes.

WORK EXPERIENCE:

NEXDIGM - SENIOR EXECUTIVE GLOBAL PAYROLL

- Employed from October 2022 till present.

JOB DESCRIPTION:

- ❖ Leading a team of 6 payroll associates with multi country related payroll processing and compliance.
- ❖ Handling APAC region with major clients from Australia and India. Egypt, Dubai, Bulgari and Serbia through ICP partner.
- ❖ End to end processing for Australian client (Monthly+Fortnightly) with compliance for a headcount of 3000+ employees.
- ❖ Major part of activities like Bank file, STP submissions, Redundancy calculations, TFN declarations, Superannuation accounts contributions in Australia.
- ❖ Developed excel macros for simplification and reduce manual intervention of associates in payroll calculations which has helped in time reduction in the processing part.
- ❖ Determines variances in the payroll report and reconciles discrepancies before final payroll process.
- ❖ Maintain the payroll files & records and also Handover monthly payroll report to accounts department by client wise.
- ❖ Address issues and questions regarding payroll from employees and clients.
- ❖ Prepare reports for management regarding payroll and settlements.
- ❖ Attained audit sessions and arranged timely one on one session with team members.

AMAZON – PAYROLL ANALYST (US PAYROLL)

- Employed from September 2020 to October 2022.

JOB DESCRIPTION:

- ❖ FICA tax calculations and refund processing for US Amazon employees.
- ❖ Checking Garnishments and deductions from employees' wages for there final payout.

- ❖ Process any time pay quick payment request for employees of US through pay cards.
- ❖ Process for Off Cycle payment, quick pay for terminated employees through direct deposits (Primary and Partial accounts) or cheque or paycards.
- ❖ Managing and maintaining employee details in ADP Payforce.
- ❖ Quality auditor for PayForce entries on weekly basis (New Hire/Rehire, Paygroup/Pay Rate changes, Address, LOA/RFL, Termination/Suspension).
- ❖ ADP Access Management, providing access to admin users and self-service users according to process necessity and compliance.

INFOSYS – PAYROLL ASSOCIATE (US PAYROLL)

- Employed from November 2018 to September 2020.

JOB DESCRIPTION:

- ❖ Process new hires, rehires and transfer to employees. Facilitate new hire orientation, enter new hire information into system, voluntary deductions.
- ❖ Manage employee records to include processing new employees, maintaining sick and vacation accruals, ensuring benefits deductions.
- ❖ Maintaining W-4 tax data and changes in personal data of an employee.
- ❖ Maintaining payroll registers, salary increases and generate payroll reports.
- ❖ Balancing all items on Bi-weekly payroll and reconcile payroll bank account.
- ❖ Importing and exporting timesheet on every Bi-weekly basis.
- ❖ Providing information and timely responses to internal and external customers regarding payroll.
- ❖ Process for changes to employee records, entry of direct deposit information and termination of employees.

AAYUSH CORPORATION

- Employed from June 2017 to September 2018.

JOB DESCRIPTION:

- ❖ Handled Indian payroll client, payroll processing on Ascent software.
- ❖ Form 16 checking with the payroll registers.
- ❖ Processing new hire, termination request and salary arrear calculations and maintaining documents shared by the employees.

SKILLS & COMPETENCIES:

- ❖ Proficiency in payroll software and knowledge of federal and state payroll regulations.
- ❖ Yellow belt certified in Six Sigma for time reduction.
- ❖ Ability to implement and manage automated payroll systems.
- ❖ Excellent problem-solving abilities and strong attention to detail.
- ❖ Ability to work under pressure and meet deadlines. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

EDUCATION:**Master of Business Administration:-**

- ❖ MIT Institute, Pune (From 2024 till present)

Bachelors of Engineering (Mech)

- ❖ S.G.D.C.O.E Institute, Jalgaon (NMU University) (From 2012-2016)

Higher Secondary Certificate (HSC)

- ❖ D.N.C.V.P Institute, Jalgaon (Nashik Board) (2012)

Secondary School Certificate (SSC)

- ❖ Ujjwal International Sprouters School, Jalgaon (Nashik Board) (2010)

PERSONAL DETAILS:

D.O.B.: 11th April 1993

Status: Married

Languages: English, Marathi, Hindi

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