GAJANFAR MAINODDIN KOTWAL

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CAREER OBJECTIVE

Seeking a challenging role, in the payroll domain, with an organization, which believes in, equal opportunity growth. Whereby leveraging my skills & experience to maximize as a resourceful asset.

PROFESSIONAL DETAILS

Overall, 6.2 years of experience, handled challenging client's migration in Employee Services International domain (ESI) which consist of the employee's data. From hiring to till the retirement, all the services are handled.

PROFESSIONAL EXPERIENCE

ADP Pvt Ltd Pune   Sep 2019 to Till date
Sr. Team Member- Implementation   **Project Leo**

Working as **Sr. Team Member-Implementation** (**Project Leo)** under Netherlands Implementation Team.

Tasks Carried Out – **Data Conversion** (July 2024 Onwards)

➢ Working on conversion of new client's data from old provider to ADP.
➢ Retrieving data from the old providers payslip with the help of pdf to excel tool i.e Monarch, and then format the data as per the adp format to prefill the data in the blank templates.
➢ Sending prefilled templates to consultants to check and verify the data to upload the requested changes and prefilled data in to adp system.
➢ Uploading the data into adp system and then comparing the data with old providers data & new adp's data to check weather all the components are correct and present as per the norms.
➢ Making sure each employee getting the correct and accurate payment, before their actual go live dates.
➢ Taking care of all the payroll related components while doing implementation or setup of the client data.

Tasks Carried Out – **Data Migration**

- Upgrading the assigned clients from one platform to another which is ADP's owned applications, Perman to IHCM. This contains the payroll data of the employees of clients from Netherlands.
- Running SQL Scripts for adding the functionality, deactivating the modules as per the requirements of the teammates.
- Training the associates joining the team, as per the SOP's, going through all the process steps to make sure the associates are ready to work on the tasks.
- Worked the automations which helped in reducing the efforts taken for the activity which improved the total efforts for the migration of individual upgrade.
- Migrating the client's front-end data which contains the HR modules like Leave and absence, ESS and EBV, R&A, HR Documents etc.
- Doing the quality checks of completed clients checking all the steps as per the SOP's are followed or not and submitting the clients after completion and checking, to the consultant s.
- Work with consultants to discuss & understand client requirements for upgrade and implement it on upgrade and processes.
- Maintain understanding of how the clients wants their data to be configured, including the ability to provide a product demonstration of the data migrated and configured.
- Carried out the preparation calls, observation calls, discussion calls with the consultant who are in contact with the end client and understanding their needs and requirements and planning to work accordingly.
- Handled client escalations and appropriately, after reviewing the details and analysing the requirements of the clients shared through consultants and if required escalate to senior resources.
- Conducting the quality meetings each month. This is the internal quality session of which the feedback or errors shared by the quality check persons to the processing person. In which the feedbacks are discussed also the root cause is been discussed in the sessions.
- Creating and updating the SOP documents, update log, process checklists and other important documents as per the updates received time to time. Run the Data fix scripts for various types of requirements.
- Hands on using the tools required for the process such as Jenkins, Sible, Perman, iHCM, User Admin Tool, Voorcheck (Precheck), Sieble, IBPM, Jira, SharePoint etc. applications are used for different types of tasks.
- Attended CSR activities conducted by the organisation.

ADP Pvt Ltd Pune   **Sep 2018 to Sep 2019**

Process Associate - SBS Managed Services Team
- Worked as Process Associate for MS team, where the monthly payrolls of the clients is completed.
- Manged Payroll -Worked on the monthly payrolls of the Netherlands Clients Payroll.
- Performed the non-payroll activities which we received before the payroll and after the payrolls.

Technical (ERP) Proficiency

- Good hands-on MS Office.
- Knowledge of Advances Excel 2010.
- MS CIT
- Tally ERP 9

Educational Particulars

- Master's degree (MBA) in Finance with 73.94% from BMIT College, Solapur 2022
- Graduate in commerce (B.com) with 54.28% from Solapur University 2017
- Higher Secondary (HSC) Examination with 52.62% from Pune Board in 2014
- Secondary School (SSC) Examination with 71.00% from Pune Board in 2012

Personal Details

GAJANFAR MAINODDIN KOTWAL

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- Marital Status: Married
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- Languages Known: English, Hindi & Marathi

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