

Pooja Patil



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8149643312



Kalewadi, Pune

PROFILE

7 years of experience in processing Indian payroll, including PF, ESIC, PT, MLWF, and statutory payments. Skilled in handling new joiner formalities, exit procedures, bonus and leave encashment processing, and gratuity calculations. Proficient in checking and processing employee claims with attention to compliance. Experienced in managing NAPS (National Apprenticeship Promotion Scheme) and NATS portals for trainees, including contract generation, attendance updates, salary processing, assessment, and certification. Demonstrates strong expertise in ensuring seamless payroll operations and statutory compliance.

EXPERIENCE

BISAFE

Oct 2024 – Till Date

Senior HR Executive

Experienced in managing new joiner formalities, exit processes, bonus and leave encashment, and gratuity calculations. Skilled in checking and processing employee claims while ensuring compliance. Proficient in handling NAPS (National Apprenticeship Promotion Scheme) and NATS portals for trainees, including contract creation, attendance updates, salary processing, and managing assessments and certifications. Additionally, experienced in handling accounts payable and receivable, ensuring efficient financial operations.

Nexdigm Corporate Services Pvt Ltd

Oct 2022 – Oct 2024

Senior Associate

Proficient in managing sales and purchase entries for multiple companies, ensuring accuracy and timely processing. Skilled in handling bank entries, performing reconciliations, and verifying employee claims for policy compliance. Experienced in filing TDS returns using SARAL software and reconciling TDS with Form 15G to ensure accurate reporting and regulatory compliance. Also Experienced in payroll management and statutory compliance, including PF, ESIC, PT, and MLWF

BISAFE

Oct 2021– Oct 2022

HR Executive

Skilled in managing daily transactions, processing vendor payments, posting bank entries, and performing bank reconciliations. Experienced in record filing, documentation, and vendor communication. Proficient in Indian payroll, including PF, ESIC, PT, MLWF, bonus, leave encashment, and salary payments. Knowledgeable in statutory compliance and NAPS (National Apprenticeship Promotion Scheme).

Netwin Systems & Software (I) Pvt Ltd

May 2017– Dec 2020

Accounts Assistant

Experienced in payroll management and statutory compliance, including PF, ESIC, PT, and MLWF. Skilled in processing invoices, managing payments using accounting software, and maintaining accurate financial records. Proficient in TDS calculations, GST reconciliation (GSTR-3B with GSTR-2A), and ensuring tax compliance. Strong in ledger and bank reconciliation, payment entry posting, and petty cash management. Experienced in handling vendor and statutory payments, both online and offline, while ensuring compliance with accounting standards.

EDUCATION

Master of Commerce

Pune University : 2018–19

BYK College of Commerce , Nashik

Bachelor of Commerce

Pune University : –2014 – 2017

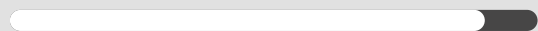
KTHM College , Nashik

SKILLS

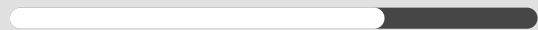
Tally



MS Excel / MS Word



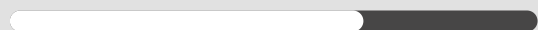
Zoho Book



Quick Book



Taxation



PASSIONS

Traveling

Craft Creation