

DHANANJAY KAMBLE

Pune, India 411028

+91 8055726567

dhananjay1136@gmail.com

OBJECTIVE

To achieve a challenging and successful career by working in a competitive environment where I can give my full potential and skill to the best of my organization's interest with skill sets like Six Sigma Yellow Belt and Advanced Excel.

Experience

Team Lead - Finance, 05/2024 – Presently.

ETeam Inc - Pune, India

- Managing an entire US Canada payroll and Accounting and also taking care of as Garnishment, HR, Data Management, Data Control, Tax, IT, and others.
- Process bi-weekly payroll for hourly and salaried employees including adjustments/entries to employee recompense for overtime, new hires, hours and earnings adjustments, terminations, severance, expenses, taxable benefits commissions, salary increases, bonuses, and any required government remittances.. ADP workforce, Payworks, Netsuite, Job Diva and other payroll software, On cycle and Off-cycle payroll.
- Ensure integration of data, perform payroll audits of all entries prior to submitting to ADP
- Process ACH payments by way of Bank, backed with manual cheques
- Coordinate with ADP for regular payroll fund transfer, yearend activity, any issue/challenge faced by employees, Applying expenses and maintaining payroll entries
- Maintaining and processing insurance, benefits, ROEs, vacation payout, unpaid leaves, leave records and Handle new hires and terminations on ADP portal Manage documentation for various payroll related like new hire, employee transfers, termination
- Manage Rain portal (it's a portal from where employees can take advance payout)

Senior Executive Payroll, 02/2023 - 07/2023

LTIMindtree - Pune, India

- Managing an entire US Canada and UK End-to-end SAP HR payroll and Accounting, coordinating with Vendors(Payroll) and other teams such as Garnishment, HR, Data Management, Data Control, Tax, IT, and others.
- Managing Global payroll Weekly Bi-weekly and Simi-Monthly and Monthly End to End. SAP and other payroll software, On cycle and Off-cycle payroll.
- Conducting team meetings with vendors and other teams regarding Payroll, Escalation, Update, RCA, etc.
- Internal reporting to Higher management regarding payroll and accounting records, Team attendance, Leaves, Over Time, and weekly and monthly reporting.
- Coordinating with the team for all payroll activities, daily and monthly targets, and SLA, and also paying out for year-end activities.
- Auditing each and every checklist of payroll, funding reports, and Palmaris reports before sending to vendors or higher management and also for the internal quality team.
- Participate in new county implementations as requested.
- Bring up the issue and consent of the team to management's attention regarding payroll or anything other.

Team Leader, 04/2022 - 01/2023

Alight Solutions Pvt Ltd - Kochi, India

- Managing an entire 18 associates in a team with 12 Client accounts in US and Canada for End-to-end SAP payroll, coordinating with clients and other teams such as Garnishment, HR, Data Management, Data Control, Tax, IT, and others.
- Implementation of New Clients on SAP system and workday, design, implement and test SAP Environmental Management and move to production.
- Managing payroll Weekly Bi-weekly and Simi-Monthly End to End. SAP On cycle and Off-cycle both.
- Conducting weekly or Bi-weekly meetings with Clients regarding Payroll, Escalation, Update RCA, etc.
- Internal reporting to Higher management regarding payroll records, Team attendance, Leaves, Over Time, and weekly and monthly reporting.
- Coordinating with the team for all payroll activities, daily and monthly targets, and SLA, and also paying out for year-end activities.

- Auditing each and every checklist of payroll, funding reports, and Palmaris reports before sending to clients or higher management and also for the internal quality team.
- Participate in new client implementations as requested.
- Bring up the issue and consent of the team to management's attention regarding payroll or anything other.

Sr. Finops Analyst Payroll, 10/2019 - 01/2022

Amazon Development India Pvt Ltd - Pune, india

- Manage automated multiple Payroll Input tools, coordinate /follow up with stakeholders & vendors, provide guidance to ensure correct data is processed to payroll.
- Manage exit requirements and terminal payments per approved company policy and process in compliance with the Country Local Labor Law provisions/GE Policies.
- Monitors SLA's on queries coming in from Employee, Finance & HR.
- Working on Payroll, Statutory Compliance, HR Attendance and Garnishment of US Clients.
- Looking after data allocation across Pune, Hyderabad and Manila (Philippines) 70+ from in a shift.
- Working on escalation from amazon employee regarding payroll by email, call or portal.
- Looking after completion of work of myself and team within service-level agreement SLA.

Sr. Process Associate, 10/2016 - 10/2019

ADP Pvt Ltd - Pune, India

Since 31st October 2016 to 05th May 2017 with Innovative Enterprises. For ADP Pvt Ltd on Contract as Sr. Process Associate.

- Working on Payroll, Statutory Compliance, HR Attendance and Garnishment of US Clients.
- Controlling and managing the work load through proper planning With Team.
- Verifying the information provided by the client and meeting the targets as set by the client.
- Looking after quality and training for new associates.

Customer Service Executive, 10/2014 - 10/2016

ICICI Prudential Life Insurance - Pune, India

- Handling and resolving escalations and customer and sales queries in Branch Operations.
- Controlling and supervising the activities of the team and managing the workload through proper planning.
- Managing working customer to branch and upscale.
- Doing home visit of customers for renewal, top-up, and new business as per business requirements.

Skills

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| • Six Sigma:- Yellow Belt Spare & Gewinn Consulting(Feb 2023) | • MS OFFICE: - MS- Excel, Word. Certificated Advanced Excel from JS Academy 9th May 2021 |
| • Payroll Compliance and Regulations | • Advanced Payroll Software Expertise. |
| • Global Payroll Management. | • Process Improvement and Automation. |
| • Garnishment. | • Project Management. |
| • Leadership and Team Management; | • Problem Solving and Critical Thinking |
| • Data Analysis and Reporting | |

Education

2015 Pune University - Pune

Bachelor of Commerce Banking & Finance

2008 St Patrick's Junior College - Pune

HSC Accounting

2006 St. Patrick's High School - Pune

SSC High School