

Miss NIDHI SOLANKI

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Certifications

- ✓ Diploma in Change Management

Career Objective

I seek an opportunity to work with an organization which will enable me to apply my knowledge and skills to add value to the Organization and provide the right exposure to enhance my skills.

Work Experience

Currently working with Neeyamo Enterprise Solutions as Team Lead (Since September 2019) (2 years)

- Handling internal projects, tracking from start to closure.
- Responsible to approve and keep track of the changes made to the internal system of payroll processing.
- Creating reports for higher management for decision making.
- Built over 45 countries specific excels which contains rules related to payroll processing, time and attendance rules and statutory rules, which helped internal team to update their repository and provide the same to customer.
- Interacting with payroll software providers across the globe to get the best solution for the company.

1.2 Years of experience in Creative Spaces (June'2018 – August'2019)

Worked as a Project Lead with following KRAs:

- Worked as Full time Project Executive and handling product delivery to local clients.
- Preparing presentations for client with company products
- Managing and ensuring timely filing of taxes to the authority.
- Understanding client requirements through interaction onsite and virtually.

1.6 Years of experience in Neeyamo Enterprise Solutions Pvt Ltd (May'2016 - October'2017)

Joined as an Executive promoted as Associate Team Lead with following responsibilities for 1.6 years:

- Managing the team and ensuring timely delivery.
- Ensuring smooth transitions with international clients at the initial stage of the project.
- Understanding client requirements through continuous interaction and knowledge sharing sessions.
- Creating link between the team and the in-country partners to ensure quality of work as per customer guidelines.

5 Months experience in AAA Research One (August'2015 – April'2016)

- Worked as financial analyst
- Entering financials (balance sheet and profit and loss account) into a specified format
- Preparing reports based on output generated.

6 Months Internship experience in Neeyamo Enterprise Solutions Pvt Ltd (Jan'2015 - June'2015)

6 months worked as Intern while pursuing Masters with following KRAs:

- Worked as payroll executive
- Implementing and executing payroll for international clients like Tech Mahindra, CNX, L&T, RB
- Preparing excel calculators for payroll calculations of different countries like Ghana, Zambia, Mexico, Bangladesh, Sri Lanka, Ireland, Philippines, Tchad, Senegal, Singapore, Tanzania, Malawi, Rwanda, Uganda and Canada.
- Understanding payroll requirements through documents and interaction with onshore counterparts
- Preparing system process manuals as per client requirements and country norms

Projects

Shadowing Activity Project	Summer Internship Project
• Organization- Forbes Marshall, MIDC, Pune	• Organization- TAL Manufacturing Solutions, Pune.
• Topic- “Steps Involved in Inventory Valuation”	• Topic- “An Analysis on Financial Statement”

Professional Activities and Achievements

1. Awarded as Employee of the year in 2017 by Neeyamo Enterprise Solutions.
2. Attended National Level CII HR – IR Conclave organized by VIM & CII at Hyatt, Pune.

Technical Skills

Details	Basic	Well Versed	Expert
Power BI	✓		
MS-Office		✓	

Academics

S. N.	Degree	University/ Board	Institute	Specialization Area	%	Class	Pass out year
1.	MBA	University of Pune	Vishwakarma Institute of Management	Finance	70%	First class	2015
2.	B.Com	University of Pune	S.P.College	Cost& Accounting	63%	First class	2013
3.	HSC	HSC Board	S.P.College	Commerce	67%	First class	2010
4.	SSC	SSC Board	Shree Vijay Vallabh School	--	76%	Distinction	2008

Personal Vitae

Date of Birth: 3rd April 1992

Contact Address: C - 1004, Shri Shantinagar Society, Gangadham Shetrunjay Road, Opp Gokul Restaurant, Kondhwa Budruk, Pune 411048.

Tel. (Res.): +91 7776904020

Languages Known: English, Hindi, Marwadi (Mother Tongue)

Social URL: Linkedin: www.linkedin.com/in/Nidhi-Solanki

Declaration

I hereby declare that all the information provided by me in the application is factual and correct to the best of my knowledge and belief.

(Nidhi Solanki)