# MAYURESH G. WALIMBE

E-mail: marshwar@gmail.com Contact: 9168982508

**Career Objective:**

To be an asset to the organization by making meaningful contribution using my experience and skills to the best.

##### PROFESSIONAL EXPERIENCE:

**Organization – Yashaswi Group**

**Assistant Manager**

**Sept 2017 to Jun 2022**

**Key responsibilities**

* Process Stipend/Salary & invoice of 13,000+students received from Branches allotted
* Process Arrears, Attendance Bonus, Allowances as when receive
* Provide all required support to Branches allotted
* Take care of students queries & issues
* Priorities work received & give preference to important tasks and make sure that it will complete within stipulated time period.
* Prepare schedule of stipend period & send to Branch Managers for information
* Conduct monthly/weekly meetings with Branch Managers to discuss issues/problems
* Give & take suggestions to/from Branch Managers to improve quality and speed of work
* Implement valuable suggestions
* Follow up with branches/Managers for various things like students data, documentation etc
* Provide training to Branch coordinator & keep coordination with all Branches/locations.
* Take quick decision in case of non-availability of students’ documents or company agreement.
* Always keep update to all Branches by sending mails for any changes
* Always make sure that Branches are following all norms set by Management
* Keep coordination between Branch & accounts department to process stipend smoothly & in time.
* Update & escalate issues to Management received from client
* Preparation of various reports like profitability, Student count report, report of various charges etc.
* Make sure that all required stationary/machinery is available & will not affect work by any reason
* Guide subordinates & new comers as and when required
* Assist CFO in outstanding payment & in other queries

**Organization – Topsource Infotech Solutions Pvt Ltd**

**Sr. Payroll Executive**

**Apr 2011 till Dec 2016**

A) Payroll Processor – Key responsibilities

* End to end payroll processing with the help of software for 1000+employees, including verification of input & output
* Processing of Full & Final Settlement of resigned employees
* Arrears working, Perquisite calculation & Reimbursement management
* Using Checklist & Generating reports to ensure correctness & completeness of processed payroll
* Taking care of Statutory deductions like PF,ESIC,MLWF,PT,TDS etc.
* Investment Proofs Collection, Checking, Processing & Issue of Form 16
* Preparing & Uploading Monthly Reports (Employee reports as well as MIS Reports) on the website
* Provide assistance to juniors for meeting deadlines
* Conduct sessions for employees for process related query resolution
* Strictly adhere to all deadlines committed to clients
* Be responsible to query resolution & ensure all queries are resolved raised by client.
* Check all major & vital payrolls processed by juniors.
* Process improvement
* Recording comebacks & accolades received from client.
* Conduct weekly meetings with operation managers & give feedback about their teams.
* Providing training to new employees.

Payroll Allied Activities

* Prepared procedure documentation for QA
* Prepared client documentation

Specific Contribution

* Handled QA team of 4 employees & managed QA department.

**Organization – Remunance Systems Pvt.Ltd. (Formerly EXL Source Soft Systems Pvt.Ltd.)**

**Sr. Document Processor**

**Dec 2006 to Mar 2011**

**A)Payroll Processor – Key Responsibilities**

* Receive data from client through mail on specified date.
* Process salary as per received inputs.
* After processing check for completeness.
* Send processed data for client’s approval.
* Send Bank letter/cheque statement once confirmation receives.
* Generate Individual(Pay slips, IT Computations etc.) & Corporate reports(PF,PT,ESIC, Tax statement etc.).
* Check all generated reports & send to client on mail &/or upload on site.
* Receive, check investment proofs & issue Form 16 at year end.
* Solve queries of client/employees.

B) Underwriter - Key Responsibilities:

* Understanding lender products.
* Assimilating packaging and lending manuals to complete the application
* Keeping track of lender product upgrades
* Analyzing application and underwriting the same manually or by using online software’s.
* Quality control of the deliverables
* Process standardization and Training of new comers.

Payroll Allied Activities

* Setting up of generic & specific payroll process & flowchart
* Prepared generic & specific Checklists

**Organization – Team Lease**

**Credit Officer**

**Feb 2005 to Aug 2006**

Responsible for credit appraisal for Pune, Nasik, Nagpur & Raipur Cities.

* Raise queries pertaining to file, data and documents incompleteness and reporting same to the Credit Manager.
* Responsible for meeting the targeted Turn Around Time for processing & disbursing the files for above mentioned cities.
* Also responsible for meeting the TAT for FI, Bank Statement, Payslip Verification, RCU & Cibil
* Co-ordination with Business teams-Sales-Credit-Collection and External agencies.
* Co-ordination with Nasik, Nagpur, Raipur CPA staff.
* Maintain Day to Day MIS.

**Organization – Labike/Citibank Shelters**

**Processing Executive**

**Apr 2001 to Jan 2005**

**Processing:**

* Responsible for credit appraisal.
* Raise queries pertaining to file, data and documents incompleteness and reporting same to the Credit Manager.
* Arrange personal discussion with Self Employed persons & prepare Credit Appraisal Memo for the same.
* After completing the file in all respect i.e. legal, valuation, CPV etc. recommend the file giving high and low overrides.
* Maintain proper TAT of the file.

**Organization – Balsara Hygiene Products Ltd/Anchor/Brihans Ltd**

**Sales Representative**

**Jan 1999 to Feb 2001**

* Handled whole Pune district for all three companies.
* Perform sales promotion activities.
* Handling Distributors, Retailers.
* Co-ordination between company and distributors.
* Solve the problems of distributors, help them to push the product in market, plan various schemes.

**Organization – Delta Dist./Garware Wall Ropes/Telco**

**Commercial Supervisor**

**Sept 1990 to Dec 1998**

**Departments handled – Store, APPC & Packing:**

* Receive material from various parties or from other departments.
* Responsible for material / job received is as per purchase order.
* Issue the material to various departments as per requisition slip.
* Planned the production and get it done from production department as per planned.
* For smooth production, maintain proper stock of material.
* Follow up of shortage items.
* Preparation of daily production report, maintain, batch wise, size wise record of daily production.

**Education:**

B.Com in May 1990 from Pune University

**Computer Proficiency:**

MS Excel, MS Word, Power Point, Payroll Packages like Ascent & Spine

**Abilities:**

Good written and oral communication skills.

Ability to grasp new things quickly.

Strong Analysis & problem solving abilities

**Achievements:**

Received an award for **“Employee of the Quarter”,** from Topsource Infotech Solutions Pvt. Ltd., in Nov 2015, Apr 2015 & Apr 2014.

**Personal Information:**

DOB : 30th Dec 1967

Marital Status : Married

**Contact Info:**

Residence: Sarthak, D-21, Gharkul Society,

 Ganeshmala, Sinhagad Road,

Pune – 411 030.