

MAYURESH G. WALIMBE

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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:

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