**RESUME**

**Tushar Deepak Devrukhakar Contacts:**

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Mumbai- 400 059

**Career Objective**

1. To work to the fullest satisfaction of my superiors.
2. To work with an organization which would help me to build my skills.
3. To constantly upgrade my skill to the latest trend in the industry.

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** |  **Institute/University** | **Month and Year of Passing**  |  **Percentage** |  **Class** |
| T.Y.B.COM | M.L. Dahanukar College Of Commerce | March-2012 |  82.53% | Distinction |
| H.S.C | M.L. Dahanukar College Of Commerce | March-2009 | 66.33% | First Class |
| S.S.C | Paranjpe Vidyalaya | March-2007 | 74.15% | First Class |

**Software Exposure**

Done a Basic of Window Vista, MS office 2007, Tally 9.0, DTP, Flash, Front Page, HTML, DHTML, Payroll Software like SAP, Sage, Star Payroll, IRIS Bureau, IPPS, Earnie IQ

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Name of Company** | **Designation** | **Experience** |
| Veeraraghvan & Co | Credit Process Associate | 12th May 2012 to 30th April 2013 |
| Datamatics Financial Services Ltd | Accountant (Payroll Process) | 20th December 2013 to 18th April 2016 |
| Accenture | Transaction Processing Associate (Payroll Process) | 20th April 2016 to 31st August 2017 |
| Northern Marine Management | Payroll Officer | 11th October 2017 to 10th August 2018 |
| Glocal Pinnacle Solutions Pvt. Ltd. | Senior Accountant (Payroll Process) | 13th August 2018 to Present |

**Responsibilities**

**Veeraraghvan & Co:-**

* Credit Processing of Housing Loans and Mortgage loans.
* Form No- 32, MOA.
* Follow up with Customer for Verification Purpose.
* Verification of Accounting System & Documents related to loan at Applicant Office.
* Analysis of Financial Statements & Credit Worthiness of Loan Applicant.

**Datamatics Financial Services Ltd :-**

* Responsible for running payroll and generating payroll reports for 800+ UK employees.
* Calculation of Basic Pay, Additions/Deductions in salary, Rate changes, Complicated Adjustments, Commission, Bonus, Sick Leaves, Tax, NI, Pension, Holiday Pay, Statutory Pay, Notice Period (in case of Leavers) in compliance with HMRC.
* Handling Starter Checklists, P45, P46, Keeping confidential Employees’ personal details, calculated pay for Starters/Leavers, Accrued Holidays.
* Prepare, Review and maintain accurate Employees’ Payslips for weekly/monthly payroll schedule.
* Maintaining follow ups and solving problems through e-mail communication.
* Familiar with Payroll Software like IRIS Bureau, IRIS PAYE Master, Sage, STAR.
* Provided training to 3 newly hired colleagues.
* Knowledge of Indian Statutory compliance like TDS, Prof. Tax, Provident fund, ESIC etc.
* Knowledge of Tax calculation on Salaried Employee.

**Accenture:-**

* Responsible for running payroll and generating payroll reports for 1000 UK employees.
* Calculation of Basic Pay, Car Allowance, Additions/Deductions in salary, Rate changes, Complicated Adjustments, Commission, Bonus, Sick Leaves, Tax, NI, Pension, Holiday Pay, Statutory Pay, Notice Period (in case of Leavers) in compliance with HMRC.
* Handling Starter Checklists, P45, P46, Keeping confidential Employees’ personal details, calculated pay for Starters/Leavers, Accrued Holidays.
* Prepare, Review and maintain accurate Employees’ Payslips for weekly/monthly payroll schedule.
* Working on Excel with formulas V-Lookup, H-Lookup, SumIF and other excel shortcuts
* Maintaining follow ups and solving problems through e-mail communication.
* Working on Payroll software i.e. SAP.

**Northern Marine Management (I) Pvt. Ltd.:-**

* Generate blank timesheets and send to vessels, Timesheet scrutiny for 77 vessels as per vessel.
* Upload various CSV as well as pension CSV in software.
* Dealing with piece of mail – New Starts/Leavers, Medical Suspension, SMP, SSP, Outstanding Leaves, Pro-rata Salary, Performance Pay, etc.
* Familiar with payroll software like Earnie IQ & IPPS Payroll Software.
* Attended Webinar.

**Glocal Pinnacle Solutions Pvt. Ltd.**

* Processing of salaries and generating payroll reports for 600+ UK employees.
* Calculation of Basic Pay, Additions/Deductions in salary, Rate changes, Complicated Adjustments, Commission, Bonus, Sick Leaves, Tax, NI, Pension, Holiday Pay, Statutory Pay, Notice Period (in case of Leavers) in compliance with HMRC.
* Handling Starter Checklists, P45, P46, Keeping confidential Employees’ personal details, calculated pay for Starters/Leavers, Accrued Holidays.
* Prepare, Review and maintain accurate Employees’ Payslips for weekly/monthly payroll schedule.
* Maintaining follow ups and solving problems through e-mail communication.
* Familiar with Payroll Software like Sage.

**Achievements**

* “Maintaining co-ordination among team members in absence of TL.
* Received Attendance Incentives in almost every month for regular attendance.
* Received Spot Award in February 2014 – For Quick Learning
* Received Spot Award in May 2014 – For providing training to new team members, learning new concepts like Auto-Enrolment, Employment Allowance.
* Received **Employee of the Month** in April 2014 – For Complicated deliveries of files with efficiency at the time of deadline.

**Personal Information**

**Date of Birth** **:** 08th March, 1992

**Gender** **:** Male

**Marital Status** **:** Unmarried

**Nationality** **:** Indian

**Hobbies.**  : Watching Cricket and Movies, Listening music

**Languages Known** **:** English, Hindi & Marathi.

**Strengths**

* Good Communication.
* Sharp Grasping Power
* Highly Determined and Hardworking.
* Ability to work effectively even at the time of deadline.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my

Knowledge and I bear the responsibility for the correctness of the above-mentioned

Particulars.

**Date:**

**Place:** Mumbai

**(TUSHAR D. DEVRUKHAKAR)**