

Nikita Walvekar

Indian Institute of Management
Raipur

Phone: 9158569543

Email: walvekarn@gmail.com

LinkedIn: [linkedin.com/in/nikita-walvekar-4ab170175](https://www.linkedin.com/in/nikita-walvekar-4ab170175)

SKILLS

Payroll processing
Customer service
Relationship development
Microsoft Office
Data collection,
Research and Analysis
Time Management
Process Improvement
SQL and databases

PROFESSIONAL SUMMARY

Dedicated to maximizing customer satisfaction and exceeding business objectives with organized approach, strong multitasking abilities and quality-driven professional. Recognized for inspiring management team members to excel and encouraging creative work environments. Meticulous skilled at using Advance Excel, PowerPoint, SQL, research and R language to create exceptional communications, presentations and spreadsheets meeting diverse administrative needs.

EDUCATION

Indian Institute of Management – Raipur [Expected in 07/2020]
Executive Development Program:
Advance Corporate Finance & Risk Management

Deogiri collage [04/2014]
B.com:
Accounting & Finance

Swami Vivekananda Collage [02/2011]
High School Diploma

WORK EXPERIENCE

Sr. Process Associate (Payroll), ADP Private Ltd.

[March 2019 – Dec 2019]

- Resolving escalations and issues pertaining to the payroll and providing absolute solutions for various queries posed by the client or accountant partners within the time limits; Taking follow up to ensure resolution.
- Analysing issues escalated by clients or accountant partners as per payroll policy for requests of leave and other absences. Updating database with real time customer responses for data.
- Effectively working on tools like Seibel CRM (similar to Zendesk), IBPM, DATA bridge and Vantage database.
- Processing payroll reconciliations and abstracting reports for record-keeping purposes and managerial review. Met all deadlines, including month-end reporting objectives.
- Handling changes in job codes, job status, exemptions, pay slabs and pay rate as well as finalizing employee take-home pay based on time records, benefits, and taxes.

Sr. Process Specialist (401k), Principal Global Services

[March 2018 – March 2019]

- Correction, Endorsement & Record keeping of Defined contribution 401 K plans.
- Coordinating with clients for updates and queries on New Enrolments, Beneficiaries, EE record change, Investment allocation change, Contributions, Rollovers, DPAC funds transfer, Withdrawals, Change the terms of loans and Distributions.
- Involvement in transition calls and responsible for preparing E-source SOP on procedures guide.
- Effectively working on ACCURINT LEXIS NEXIS and IBPM in research and prevent potential Fraud, unauthorized transaction and anti-money Laundering.

Audit Support & DDE, Yardi Software Private Ltd.

[Jan 2017 – Feb 2018]

- Resolving escalations from property manager and customers related to property management including utility and non-utility services through email and CRM.
- Enrolling new property manager to the system and constantly taking follow ups for updates in property and requirements of services.
- Providing monthly reconciliation for transactions and reporting to the client.

Article Assistant, VP Shinde & Associates

[Jan 2015 – Nov 2017]

- Maintained integrity of general ledger including chart of accounts.
- Analysed monthly balance sheet accounts for corporate reporting.
- Computing taxes owed by applying prescribed rates, laws and regulations.
- Generated financial statements and facilitate account closing procedure each month.

CERTIFICATIONS

- Financial Analysis Pro-degree
- Tally ERP 9