

## CV : Admin & SAP Payroll executive candidate with 1.5 years of experience



**SAGAR PRADIP PULLE**  
**ADMIN & SAP PAYROLL EXECUTIVE**  
058 – 612 0270 (Dubai)  
[pullesagar@gmail.com](mailto:pullesagar@gmail.com)

### Objectives:

Analytical, **results-oriented Payroll execution in SAP** with 1.5 years of experience. **Admin and payroll professional**, initiative-taking & excellent managing all responsibilities.  
Strong leadership & work management to manage all admin and payroll assigned task.  
So, expecting such wings to fly to make system best, traceable zero rework for company profit as per **management instructions**.

### Areas of Expertise:

1. **Payroll Processing**
2. **SAP payroll** execution.
3. Document Preparation.
4. MS-Office & other Payroll tools handling.
5. Administration & Visa Processing.
6. Work & Time Management.
7. Leadership & Interpersonnel skill.

### Professional Qualification & Certifications:

- 1 **Diploma in Information Technology.**

### Key Roles & Responsibilities:

1. Managed and process the monthly main **payroll for 1100+ salaried employees through SAP.**
2. Ran the monthly supplemental **payroll for hourly personnel.**
3. Ran the monthly **off-cycle payroll for annual leave payout**, over time and adjustments in **SAP.**
4. **Updated payroll records** including salaries, promotions, deductions, taxes, insurance, and retirement.
5. Received and verified time, attendance and leave records and proper authorizations.
6. Calculated and ensured payment of all documented earnings fewer deductions.
7. **Calculated overtime, compensatory time earned/taken, and special payments as per regulations.**
8. Received personnel actions reflecting new hires and status changes.
9. Calculated salary adjustments.

10. **Monitored paid leaves, sick leaves, and absences.**
11. Prepared/distributed employee paychecks.
12. **Audited, troubleshoot, and resolved all payroll** and funding discrepancies in a timely manner.
13. Answered questions pertaining to all payroll and human resource issues and requests.
14. Maintained employee confidence and protect payroll operations by keeping information confidential.
15. Processed Visa for all new and old employees.
16. Processed Insurance and claims also.

**Work Experience:**

S.N.	Tenure	Company	Designation
A	Dec 2022 – Present	Procare Middle East General Trading LLC	Admin & Payroll Assistant
B	Nov 2021 – Dec 2022 1.1 years	Gulf Rope & Plastic Products LLC (Division of Sharjah Cement Factory)	Admin & Payroll Executive.
C	June 2014 – Sep 2021 7 years	Four Star Industries (India)	Admin & Payroll Assistant

**Personal Details :**

Name : **SAGAR PRADIP PULLE**  
 Date of birth : 17<sup>th</sup> DEC 1996  
 Nationality : Indian / Male / Single  
 Language : English, Hindi & Marathi  
 Passport Detail : U1002394 Exp. 29/09/2029 Place of Issue-India  
 VISA validity : 23/01/2025

I declare that the above particulars provided by me are true and to the best of my knowledge.

Date 12.02.2023 ,Dubai

Sd / - (**SAGAR PULLE**)