

Prem Koshti

Officer-HR & Administration in H.& R. Johnson (India) - SAP - R

Dewas, Madhya Pradesh - Email me on Indeed: [indeed.com/r/Prem-Koshti/alfec9e7289496f0](https://www.indeed.com/r/Prem-Koshti/alfec9e7289496f0)

❖ To acquire a key Position in Human Resource Management / SAP field by continuously improving knowledge and skills.

❖ Very strong logical, analytical skills with vast experience in MS-EXCEL.

❖ Very energetic, hardworking and highly self-motivated team player with strong problem solving skills and very good communication and leadership skills. Very flexible.

Projects:-

Project Name: SAP HR, Employee Administration

Client: H.& R. Johnson (India) [A Division of Prism Cement Limited], DEWAS (M.P.)

WORK EXPERIENCE

Officer-HR & Administration in H.& R. Johnson (India)

SAP - R - Dewas, Madhya Pradesh -

July 2002 to Present

- SAP - R/3, 06 years' experience in SAP HR-Functional Module

Current Employer:

Presently working as Officer-HR & Administration in H.& R. Johnson (India), [A Division of Prism Cement Limited], DEWAS (M.P.) from 30.07.2002 to till date.

EDUCATION

B.Com. in Dr. Harisingh Gour V.V

Polytechnic College Damoh - Sagar, Madhya Pradesh

1990

SKILLS

HR (10+ years), SAP (10+ years), APPRAISAL (Less than 1 year), BUYING/PROCUREMENT (Less than 1 year), DATABASE (Less than 1 year)

ADDITIONAL INFORMATION

Technical skills: SAP HR Module.

Description:-

Maintaining electronic punching system, Daily Production MIS Report, Monthly Manpower

report. I.F. Annual Returns, Form-5 Holiday wages. Employee's gratuity policy updation.

Maintaining all record's & document related to personal / HR department, Employees data

bank. Employees leave, attendance, c-off, absenteeism statement. Payroll Preparation, Bonus,

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Overtime, Attendance Incentive, Production Incentive, Arrear Wages, Wage slip, Full & Final Settlement, No Dues Certificate, Issue of certificate if any, ID / Punching card, Birth day card etc.

Roles and responsibilities: Personal & HR Functions:

- ✓ Performance Appraisal / Increments preparation co-ordination.
- ✓ Computerized Time Office Management, HR Policy.
- ✓ Handle Payroll on SAP & responsible for smooth functioning of payroll cycle.
- ✓ Maintain employee data on SAP and updates them as and when required
- ✓ Reconciling statutory reports i.e. PF, ESIC, and coordinating with Finance Team for timely payment.
- ✓ Production & manpower MIS data in MS-Excel daily, Monthly & Yearly basis.
- ✓ Performing of Exit Formalities and processing Full and Final Settlement for exit cases.
- ✓ Maintain Attendance record in Electronic Punching Machine.
- ✓ Joining Formalities (Pre & Post recruitment activities)

General Administration

Office stationery, Telephones, Fax, Computers, Reception, Purchasing First Aid, mineral water, biscuits etc

Technical Expertise

Front End Tool

Languages

SAP Technologies HR and Administration Functional Module

Database FOXPRO 6.22

Concepts OOP'S, Networking, DBMS, Operating System.

Operating System MS-Dos [...] & MS OFFICE 2007, 2008 & 2010

TRAINING PROGRAMME & CONFERENCE ATTENDED:

- ❖ First Aid Procedure conducted by St. John Ambulance Association.
- ❖ Fire Fighting by Usha Fire Safety.

❖ Interpersonal Skills, Communication, Motivational related various Training programmes organize.

❖ SAP - HR Module conducted by Covansys, Mumbai.

❖ Internal Auditors Training Program on Environmental & Occupational Health & Safety Management System