**MR SNEHAL VAKIL**

|+91 9909608535|vakilsnehal84@yahoo.co.in|

**OBJECTIVE**

“I would like to serve in the organization with my acquired management skill & precision along with my leadership approach. Being a Quick Learner, I always like to put my all efforts with self-confidence towards my work.”

**CAREES PRECIS**

“An astute professional with 10 Years of experience in handing Human Resource Management including. 4 Years Executive & 4 Years Ass. Manager, 2 year as Dy. Manager (HR Generalist Role) largely in Engineering, Manufacturing, Pharmaceuticals, Forex & Travel, Aviation(Air Transport) ,FMS as well Client Relationship and Team Management.

HR SKILLS: HR Generalist with 10 years demonstrated experience.

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| * Maintaining Employee Records * Time & Office Management * Monthly Salary Payment Bank Transfer | * F&F Processing * Compensation & Benefits Payroll Process Implementation * Statutory Compliance * Admin | * Employee Relations |

**PROFESSIONAL EXPERIENCE**

***Currently serving at IRM PVT LTD. (A Cadila Pharmaceuticals Group Company: As Sr. Manager HR (Payroll).*** (January 2010 - 2023 till Present)

**Job Profile:**

**Working on Workline Application for the past 5 years end-to-end process like Workforce Management and Compensation & Benefits Module. Also I was the part of Workline Application Implementation Process from initial period.**

* **Full Cycle Recruitment:**
* Issuance of Offer Letter with prior approval of Head HR for workers positions.
* Updating employee data in the **Workline Software(HRMS).**
* Ensuring **Probation Appraisal & Confirmation** all employees & counseling the employees during probation extension time.
* Conducting Exit interviews & its detail Analysis for plant OR Head Offices location.
* **Induction/ Orientation / On Boarding**
* Conducting on Boarding for the new joiners.
* Collecting all documents, verify with checklist and preparing file.
* Arranging training with concerned department such as Safety and conducting test of the same.
* Orientation of company policies, benefits and plant process starting from raw material to end product.
* **Personal record keeping/ File management**
* Preparing personal file for each employee. Ensure documents including statutory compliances are filled up.
* Maintain their data in harmonize way.
* Updating any letter issued May be increment letter or Disciplinary action or any other requirements.
* **Time & Attendance Management:**

* Daily Monitoring attendance & their leave applications of all employees including contract workers in the Unit.
* Corrective actions with regards to Absenteeism after coordinating with respective HoD’s
* Ensuring leaves & Out-Duty details in the attendance software for the monthly salary purpose.
* Cross-checking the monthly attendance records of plant employees for Salary calculation purpose. Submitting Leaves without Pay to Head office along with other related reports of Allowances & Incentives.
* Resolving post Salary payment issues of the employees including contractual employees.
* Preparing & Submitting the Full & final statement after all clearances are done from concerned departments and ensuring F&F.
* **Compensation & Benefits(Payroll):**
* Processing monthly payroll and delivering the accurate output on timely basis. Overall responsibility for payroll processing and administration.
* Register each employee under various applicable laws to get benefits of the same. Such EPF/EPS, ESIC, Gratuity nomination and Bonus.
* Preparing monthly returns for EPF/EPS, ESIC.
* Preparing Bonus data yearly for distribution of bonus as per rule.
* Ensuring Employee Benefits including Employee reimbursements as per rules and regulations of income tax.
* Assisting Finance team in generation of JV Report.
* Verification & Reconciliation of monthly payroll.
* **Regulatory compliance/ statutory compliance**
* Ensure compliance under various labor laws PF, ESIC, Bonus, Gratuity, GLWF, and Maternity benefit act, equal remuneration act etc.
* Handle various Audits related to legal statutorycompliance as determined by the organization Internal Audit as well as Government body.
* Liaison and coordinate with PF Government bodies regarding settlement of claims of employees on account of Death, Transfer and withdrawal, if any.
  + P.F:- Generating Monthly Challan, Bulk UAN, updating KYC Bulk and Withdrawal and Transfer Process, Bulk Exit, Payment of challan.
  + Professional Tax& LWF: - Preparing Monthly Challan. Half Yearly LWF return file. Send to finance dept.
  + Group Insurance & Group Personal Accident (GPA) monthly additional deletion, claim settlement process coordinate with agent.
  + Handling Internal and External Audit.
* **Administrative Functions:**
  + Responsible for Admin tasks transport operations for employees.
  + Administration of general services like Canteen, Housekeeping, Security.
  + Plant and Office Past – Control, stationery Mobile CUG, ID card, Visiting Cards
  + Finding new vendors price negotiate
* **HR policies and practices**
* Forming and implementing various innovative HR policies and welfare activities
* **Additional HR Initiatives:**
* Preparing Manpower status & plant Organogram every quarter.
* Conducting **Bi-annual** **medical checkup** for all employees including contract labours.
* **Conducting welfare activities** for plant employees e.g. Cricket, Bi-annual performance award, Yoga day celebration etc.
* Preparing various reports & work activities as per the requirement of Head HR.
* **HR MIS:**
* Preparing MIS on Monthly, Bi-annually and Annually (Attrition, Manpower budget, Absenteeism, FTE and Head counts etc.)

**EDUCATION & CERTIFICATIONS**

* 2010 - Post Graduate Diploma in Human Resource Management form Ahmedabad

Management Association (Gujrat) INDIA.

* 2008 - Post Graduate Diploma in Accounting & Financial Management. (H.L Center For

Professional Education) – Ahmedabad.

* 2007 - B.Com, M.Com from GSEB- Gujarat.
* 2004 - HSC from GSEB- Gujarat.
* 2002 - SSC from GSEB- Gujarat.

**PERSONAL DETAILS**

Name : Vakil Snehal Rashmikant

Gender : Male

Date of Birth : 03th Feb 1984

Marital Status : Married

Languages Known : English, Hindi, and Gujarati.

**Place: Ahmedabad** **[Vakil Snehal]**

**Date:**