**Amit Gurunath Madhav**

402, 4th Floor, Gajanan Apratment,

Azade Goan, Near Datta Mandir, Cell:- 8655358384

Dombivali – East, Kalyan, Thane

Maharashtra, Pin Code 421203

**E-mail amit\_madhav1980@rediffmail.com**

**Objective** To become a part of professional organization, where my efforts and contribution would leadto the Organizational as well as Personal growth, and to utilize my technical skills,communication ideas, perform quality work to improve efficiency through consistentand dedicated hard work.

**Summary of Qualification**

* TYBA (2001) MumbaiUniversity
* HSC. (1998) Maharastra Board of Education Mumbai
* SSC (1996) Maharastra Board of Education Mumbai

**Experience:10+ years experience** in HR – Payroll & Compliances.

**Work experience**.

**Current Company name : FurnitureKraft International Pvt. Ltd.**

**Designation : HR Executive**

**Period: : July 2019 To Till Date**

**Job Profile:**

**Time Management**

* Daily updating and tracking employee attendance
* Enrolling new employees and updating fingerprint
* Updating and tracking leave record of all employees
* Tracking late comers, early goers
* Tracking sales and outdoor work employees OD slip entries
* Creating and maintaining new employees record
* Maintaining attendance details for all employees to identify LWP deductions.

**Payroll Management**

* Preparing employees salaries every month
* Preparing bonus and leave encashment record of all employees
* Using Payment Processing support (Payroll Software) by Real Time Exposure
* Preparing employee annual Increment as instructed by their superiors and giving feedback on previous year increment to them and help them to take justified decision
* Calculating arrears based on effected increment in salary of all employees
* Full & final settlements
* Checking & finalizing contract worker salaries for branches & Factory
* Preparation of TDS furcating for all employee & handling the Form-16
* Handling the Bank Account opening formalities for New Joined

**Compliances**

* Ensuring compliance with statutory regulations like PF, ESIC, Insurance policies, Gratuity.
* Enrollment of New Employees – Nomination and Declaration form Review 2
* Transfer of PF
* PF Withdrawal
* Professional Tax calculation
* Designing CTC & salary breakup for new employees
* Ex. Employees FNF calculation of PF and Gratuity
* PF &ESIC Returns, PT Assessment.
* Bonus, minimum wages, Shops and Establishment, personal/group policy etc.
* Shops & Establishment Act :-

**Industrial Relations/ Statutory Compliance.**

* Ensure prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by the workers.
* Handling contract labor, security contract, Apprentice, etc.

**Performance Appraisal**

* Handle the development and administration of performance management programs in the organization,
* Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Promotions and Reward Management.

**Employee Welfare** - Organizing and co-ordination various events like Birthday Celebrations,” Best employees award” picnic etc

**Pervious Employment**

Self Employed :- Running Home Appliances Shop **From Aug 2016 To May 2019.**

Associated with **Sanjay Maintance Services Pvt. Ltd. From May 2012 to June 2016 as Executive HR** Administration in all over India operations.

Associated with **Techint India Pvt. Ltd. From Jan 2011 to April 2012 as Executive HR** & Payroll Administration in all over India operations.

Associated with **TIME TECHNOPLAST LTD. From Oct 2008 to December 2010 as Executive HR**& Payroll Administration in all over India operations.

Associated with **CALIBER PERSONNAL SERVICES PVT LTD Since May 2004 to September 2008 as**

**Jr. Executive-HR** in all over India operations.

Work with **L.K.NAKASHE CONSULTANT PVT. LTD. From July 2001 to April 2004**

**Demographic** Date of Birth: 06th June 1980

**Information** Languages known: English, Hindi, Marathi

Martial Status: Married

I hereby declare that all the information furnished in this application is true and complete to the best of my knowledge.

Amit Gurunath Madhav