

Phaval N. Saharkar M.S.W., IRPM, B.Com!

ABOUT

I am a highly organised, dedicated and energetic person who has ability to improved working environments and a commitment to employee welfare. I process strong interpersonal skills, demonstrating the highest discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with payroll system(SAP), Operational work currently using SAP S4 HANA.

CONTACT

- +91 99254 73613
- dha13val@gmail.com
- https://www.linkedin.com/in/ dhaval-saharkar-04391332
- L4/3/35 Shastarinagar, Gujarat Housing Board, Naranpura. Ahmedabad-380013

EXPERIENCE

Sadbhav Engineering Ltd.

Setting up the Joining to Reliving formalities, Maintaining and updating employee Sr.Executive-HR records on the payroll system.

Managing Payroll of 5000+ on roll employees in SAP. 11/2017 - Present statutory compliance Gratuity, PF, ESIC, LWF etc.

Deal with SAP ABAP programmer & SAP authorized technical team.

Preparing final F&F and sending for to-pay

MIS Repors as an whan required, Documentation, Employee Engagement Activities, Strong time management, Analytical Skills, Leadership, SAP Z Report development. Data provide to Successfactor team for integration process, Leave quota update.

Otsuka Pharmaceutical India Pvt. Ltd.

End to End joining formalities. Sr.Officer Personnal

Managing Payroll of 1100+ on roll employees in SAP.

Sound knowledge of Compensation & Benefits (PF, ESI, LWF related gueries).

Using Legacy System Migration Workbench (LSMW in SAP).

07/2015 - 11/2017

Coordinate with SAP team for update report, changes in Z report which is developed

by user. Using Quality system and Production system.

Strong excel skills

Claris Lifesciences Ltd.

Joining to Reliving formalities.

Allocating Punching procedure for new employees.

In SAP Updating personal record files for all the employees.

Induction & orientation of newly joined staff.

Officer Personnal

05/2013 - 06/2015

Issuing Appointment letter, Confirmation/Extension Letter, salary certificate for loan, Absenteeism letter to Staff, Police verification, address proof letter, Transfer Letter, etc.

Managing Payroll of 350+ on roll employees in SAP. Calculating whole, ESIC, P.F., P.Tax. etc.

Yearly Increment process, Preparing monthly, daily MIS Reports in Excel.

Preparing final F&F and sending for to-pay, Collecting recovery amount from left

employees based on F&F if any.

Preparing Reliving & Experience letters of left employees.

SOFTWARE SKILLS

Excel Word **Power Point**

SAP **Photoshop**



Analytical Skills Report Presentation **Documentation** Leadership **Patience**

EDUCATION

Rajendra Prasad Institute of Communication and Management, Bhavan's Industrial relations & personnel Management

First Class April-2012

Anand Institute of Social Work, Anand, Sardar Patel University, Master of Social Work

Second Class April-2011

C.U Shah City Commerce College, Gujrat University Rachelor of commerce

Second Class March-2009

Higher Secondary School Certificatet

G.S.H.E.B. Nutan higher secondary school, Ghatlodia, Ahmedabad.

Second Class March-2006

Secondary School Certificate

G.S.H.E.B. Nutan higher secondary school, Ghatlodia, Ahmedabad.

First Class April-2004