

**Vishal Gopale**  
**Human Resource Professional**



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**ABOUT ME**

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- » A dynamic professional with 8.0 **years** of experience in HRM Into HR Operation (Employee Life Cycle-Hire to retire), Payroll, Statutory compliances, Contract Labour Management, Administration and other all activities.
- » Adept at handling day-to-day activities in co-ordination with internal / external departments for ensuring smooth business operations.
- » Adept at people management, maintaining healthy employee relations and transparent environment.



**Work Experience**

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**TATA Autocomp Systems Limited- 22<sup>nd</sup> Nov 2021 to Till Date.**

Chakan, Pune.

Executive- HR

○ All Location Payroll Processing/Time Office / SAP Record / On Boarding /Exit formalities—

➤ **On Boarding –**

- Issuing Appointment, Confirmation, Promotion Letter.
- Induction Training (About company & HR policy, Rules & regulation, reporting structure etc.)
- Completion of all the joining formalities entailing collection and verification of documents for the candidates.
- Updating employee data in HRIS software.
- Maintain HR trackers like new joiners, Confirmation.
- Maintain Inputs for quarterly HR dashboard.
- Maintenance of Personal Records and files.
- Send Welcome aboard Notes / mail.
- Ensure deployment of Laptop to all entitled newly joined employees.
- Coordinating with bank vendor for bank account opening for new joiners.
- Enrolling employees in medical insurance.



Edit with WPS Office

➤ **Compensation and Benefits –**

- Maintenance of attendance and Leave management of all employees.
- Salary Processing and salary disbursement as per timeline with 100% accuracy.
- Perform a wide variety of record keeping and payroll processing activities including salary advances, calculating and recording payroll deductions.
- Calculation of full and final settlements.
- Employee Benefits ( PF, ESIC & transport ,canteen other aspect.)
- Updation of Mediclaim (GMC/GPA/GTL) Addition and Deletions on time.

➤ **Employee Relations –**

- Celebrating various events like (Holi, Diwali, Employees Birthday celebration, outdoor trip etc.)
- Establish and maintain positive employee relations by addressing and resolving employee concerns, conflicts and grievances.

➤ **Performance Appraisals–**

- Ensuring Timely completion & report Generation of PMS activities like Goal setting, Mid-year review and annual review as per guideline.
- Keeping record of an employee status changes i.e. confirmation, probation, Promotions.
- Maintaining & updating performance appraisals of employees & issuing increment letter.

➤ **Direct Labour Management –**

- Timely Recruitment of Direct Labour as per Material Resources planning.
- Daily Tracking of Direct Manpower presence and absenteeism.
- Attendance management for contract direct manpower.
- Verification of monthly compliances of DL

➤ **Statutory Compliances –**

- Timely submission of PF/ESIC/LWF/PT/Superannuation.
- 100% Master Entry as per statutory Compliance.
- All statutory Audits related to finance.
- Internal Audits and External Audits.
- Payroll Compliance Audits & Statutory Audits.

➤ **EBIDTA Improvement –**

- Track direct manpower Cost.
- Control On DL Cost.
- EBIDTA saving of NAPS, NATS Apprentice Attendance Incentive data.

➤ **Exit Management –**

- Preparing attrition report on monthly basis.
- Conducting exit interview.
- Preparing Relieving and experience Letter.
- Ensuring Full & Final settlement of all resigned employees.



## **Minda Corporation Ltd.- 7<sup>th</sup> Sept.2018 to 21<sup>st</sup> Nov. 2021**

**Chakan, Pune, Maharashtra**

**HR Executive**

### **➤ Personnel Management -**

- Salary & Wages processing with variable deduction and statutory compliance of Employees. (PF, ESIC, PT, LWF, Salary advance, TDS, Bank Loan, EMI, Transport, and Canteen.)
- Employees personal file and record maintain in electronic and paper form.
- Preparation and issuing of Offer, Appointment, Confirmations, increment, Promotion, Salary Review, Experience and Reliving etc. Letter
- Calculations of Bonus, Ex gratia, Production Incentives, Attendance All., Overtime etc
- Full & Final Settlement and exit formalities.
- Time Office functions and day to day monitoring.
- Leave record review and monitor control on record updating.
- Manpower report review on monthly & Daily basis.
- Contractor's manpower review on day-to-day basis.
- Day to Day coordination on shop floor with supervisor/In-charges.
- Manpower planning and dealing with concern contractors.
- Attendance of Contract labour and verification of monthly bills.
- Handling day to day grievance of employees.

### **➤ Human Resource Management –**

#### **I) MIS :-**

- Preparing daily, weekly and monthly reports.
- Handling day to day grievance of employees
- Maintaining employees related database.
- Prepares periodic reports for management as necessary or requested.
- Prepares and analyzes reports that are necessary to carry out the functions of the department and company.

#### **II) Administration: -**

- Monitoring of Housekeeping & Security -Controlling on daily basis.
- Transportation arrangement.
- Daily & monthly review & Schedule of Canteen, Transport and Uniform etc.
- Monitoring of Gardening, plumbing and building maintenance etc.



- Monitoring Mobiles services & billing.
- Preparation & review of Contract monthly basis.
- Close monitoring on admin activities like Courier, Xerox, water, canteen etc.
- Issued New joining employees to Joining Kit.(Uniform ,shoes ,ID Card ,Bank account,Sim)

### **III) HR Initiatives :-**

- Safety Week celebration.
- Birthday Celebration.
- Circulation and execution of the Reward and Recognition Scheme in the Organization.

#### **Kala Genset Pvt Ltd.- 16<sup>th</sup> Jan.2017 to 6<sup>th</sup> Sep. 2018**

Chakan, Pune, Maharashtra

Assistant officer HR

#### **Sansera Engineering Pvt Ltd.- 1<sup>st</sup> Nov.2015 to 14<sup>th</sup> Jan. 2017**

Chakan, Pune, Maharashtra

Trainee HR & Admin



#### **➤ Professional Qualification: -**

**Master of Business Administration**

Pune University (Appear)

#### **➤ Education Qualification: -**

- B.com From Pune University with Higher Second Class
- H.S.C. From Maharashtra Board with Higher Second Class
- S.S.C. From Maharashtra Board with first Class

#### **➤ Computer Knowledge: -**

- SAP, ERP, Success Factor, People strong, MSCIT, Basic – Microsoft Word, Excel, PowerPoint.

➤ **Personal Information: -**

- Name- Gopale Vishal Rohidas,
- DOB: - 4<sup>th</sup> Nov.1994
- Marital Status: - Unmarried
- Notice Period: 1 month,
- Current CTC: 7.70 L

➤ **Declaration: -**

I Vishal Gopale hereby declare that the information contained here it is true and correct to the best of my knowledge and belief.

Vishal Gopale

