

# DHAVAL SOMAN



## **Basic & Contact Information:**

Mobile: 9405923520

Email: dhavalsoman@gmail.com

Address (Current): 44-16/B, Vrundavan Society, Thane West

Address (Permanent): A/205, Sundarmath Apt. Lalbag, Dapoli,  
Dist-Ratnagiri, Maharashtra - 415712

Date of Birth: 2nd October 1995

Languages: Marathi, English, Hindi

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## *EDUCATION:*

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### ***Post Graduate Diploma in Management (PGDM)***

International School of Business and Media

CGPA: 5.19/6

Duration: 2018-2020

### ***Bachelor of Engineering (B.E.) in Electronics & Telecommunication***

PES's Modern College of Engineering, Pune

Percentage: 72.40%

Duration: 2014-2017

### ***Diploma in Engineering (Electronics & Telecommunication)***

PVG's Maharashtra Institute of Printing Technology, Pune

Percentage: 82.06%

Duration: 2011-2014

### ***Secondary School Certificate (SSC - 10th)***

Alfred Gadney High School

Percentage: 90.40%

Year: 2011

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## PROFESSIONAL EXPERIENCE:

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### ***eClerx Services Limited (Jul'21 - Present)***

Location: Airoli, Navi Mumbai

Associate Process Manager (April'23 - Present)

Senior Analyst (Jul'21 to Mar'23)

#### ***Payroll Processing:***

- End-to-end processing of monthly payroll
- Input audit and reconciliation
- Ensuring completion of monthly compliances (ESIC, PF, PT, LWF, etc.) and return filling as per timelines
- Post payroll reporting for business leads
- Preparation of quarterly provision of annual variable pay

#### ***Achievements:***

- Zero leakage in 18 months of tenure in Payroll.
- No major audit observations in 2 years.

#### ***HR Transformation:***

- Process improvisation through automation.
- Implementation of complete HRMS system.
- Feasibility check of new requirements and bug fixing.

#### ***Achievement:***

- Achieved around 10% reduction in man-hours through process improvement and automation.

#### ***Compensation Management:***

- Building compensation structure
- Cost management plans
- Variable and retention scheme creation
- Compensation benchmarking

### ***Navitasys India Private Limited (TDK Group) (Nov'20 - Jul'21)***

Location: Bawal, Rewari, Haryana

Management Trainee HR

- HR Analytics (People excellence Scorecard, Rewards and recognition, Training and development, Exit Analysis)
- Training and development initiatives
- Manpower planning and budgeting
- HR policies designing and updating
- Competency Framework development

**INTERNSHIP EXPERIENCE:**

eClerx Services Ltd. (Airoli, Navi-Mumbai) - 4 Months

Major Project: Employee Grievance Management

**Key Responsibilities:**

- Finding patterns in grievances
- Root Cause analysis and elimination
- Collaboration with different teams for resolution
- Voice of Customer analysis
- Designing team performance scorecard
- Contribution to the calculation of performance link bonus and Form 16

**Learning Outcomes:**

- Practical understanding of Grievance management system and HR functions
- Conflict management and problem-solving skills
- Dealing with critical situations

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***ADDITIONAL SKILLS & ACHIEVEMENTS:***

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***Proficient in:***

- HR Transformation
- Payroll Processing
- Manpower Planning
- Grievance Handling
- Microsoft Excel

*Employee of the Year FY'22 at eClerx.*

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***EDUCATIONAL ADDITIONS and HOBBIES:***

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- MA – Economics from University of Pune.
- Studying the field of Astrology.
- Playing chess.