

# RESUME

**Ubale Nilesh**

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## Objective:

A result oriented Professional, seeking challenging assignments in Human Resources for utilizing learning and efforts to excel and assist the Organization with honest work ethics and to seek a quality environment where my knowledge can be enriched shared for the betterment of the organization.

## Organizational experience

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|------------------------|------------------------------|-----------------------|
| ➤ BSA Corporation Ltd. | <b>Payroll Assistance</b>    | Nov 2014 to Jun 2020  |
| ➤ ARMS India PVT Ltd.  | <b>Payroll Executive</b>     | Aug 2021 to Nov 2021  |
| ➤ BSA Corporation Ltd. | <b>Payroll Sr. Executive</b> | Nov 2021 to Apr 2024  |
| ➤ GIS India PVT Ltd.   | <b>HR Executive</b>          | Apr 2024 to till date |

## Key Responsibility Area -

- Preparation of attendance sheet of the employee for the disbursement of the salary.
- Prepare Attendance for Staff & Keeping record of over time & Leaves.
- Wages & Salary Administration. : Handling the payroll management through Dream ERP Software. This Includes employee records maintenance, time office management, salary preparation, Disbursements, Time to time making wages revision, Minimum Wages.
- Revision in Payroll of workers. Preparing & processing full & final statement of workers.
- Making Daily/monthly/yearly MIS reports.
- Calling candidates for interview & scheduling their interviews.
- Joining formalities & Exit formalities of employee.
- All the other work related to admin/facilities
- Co-ordinate with internal staff.

## Educational Qualification:

- **Maharashtra Board Pune** - SSC 2007-08.
- **Maharashtra Board Pune** - HSC (Science) 2009-10.
- **Maharashtra Board Pune** - B.com Appeared

**Additional Qualification -**

- Knowledge of advanced Excel
- MS-CIT
- Auto- CAD

**Personal Details -**

**Name -** Nilesh Ubale  
**Father's Name -** Ankush Ubale  
**Date of Birth -** 13<sup>th</sup> Jul, 1993  
**Marital Status -** Married  
**Address -** Gat No. 529, Colony No.7, Near Jambhulkar Corner  
Jadhavwadi, Chikhali, Pune 41214

I hereby declare that the above information is correct and complete to the best of my knowledge.

Place: Pune

Date: 24<sup>th</sup> Dec, 2024

(Nilesh Ubale)