

## Vaske Prathamesh Prakash

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### CAREER OBJECTIVE

- To become successful profession in the field of human resources management and to work innovative and competitive environment.

### EDUCATION

- **2022-2024**      **Master of business administration**  
(MBA) in HR and production.  
Jaywant institute management, Wathar.  
Shivaji University Kolhapur.
- **2018-2021**      **Bachelor of science in Chemistry**  
(B.SC) in Chemistry.  
Sadguru Ghadge Maharaj college, karad.  
Shivaji University Kolhapur

### Experience - (1 Year)

#### *Payroll & HR Administration Officer*

**Europa Locks, Welmade Locking System – Bhosri, Pune**

### Payroll Department Role Overview

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#### *1. Attendance Management*

- **Sales Team (750 Employees):** Manage daily attendance records, leave tracking, and employee shifts.
  - **Contract Labour (80 Employees):** Ensure accurate attendance tracking for contract-based employees and ensure their shifts and overtime are recorded correctly.
  - **Off-Role Employees (150 Employees):** Handle the attendance records of off-role employees (e.g., outsourced or temporary staff), ensuring accurate compensation is calculated.
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#### *2. Payment Processing*

- **Start to End Payroll for 1000 Employees:** Responsible for processing payroll from start to finish, which includes:
    - Data collection (attendance, leaves, overtime, bonuses, etc.)
    - Calculating gross salary, deductions (taxes, provident fund, insurance, etc.)
    - Generating payslips
    - Disbursement of salaries (bank transfers, cash, etc.)
    - Resolving payroll-related queries
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### 3. Statutory Compliance

- **Provident Fund (PF):** Ensure timely and accurate PF contributions for employees, as per legal requirements.
  - **Employee State Insurance (ESIC):** Monitor and ensure the ESIC contributions are paid on time for eligible employees.
  - **Professional Tax (PT):** Handle deductions and remittance of professional tax as per regional/state laws.
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### 4. Sales Expenses Payment Processing

- **Daily Allowance:** Process the daily allowances for sales staff as per company policy.
  - **Travel Allowance:** Handle reimbursement and processing of travel expenses for sales staff and employees on business trips, ensuring proper documentation.
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### 5. Handling HRMS & Attendance Software

- **HRMS (Human Resource Management System):** Oversee the HRMS to track employee data, payroll, attendance, leave, and other HR-related functions.
  - **Adraline:** Manage the Adraline attendance software for accurate time tracking.
  - **Recibo Attendance Software:** Ensure seamless integration and functioning of the Recibo software to maintain accurate employee attendance records.
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### 6. HR Administration

- **Canteen Management:** Oversee canteen services, ensuring food quality, employee satisfaction, and vendor management.
- **Security & Housekeeping:** Manage the security services and housekeeping staff, ensuring cleanliness and safety within the organization.
- **Event Management:** Coordinate internal events and employee engagement activities (e.g., team-building events, celebrations).
- **Monthly Admin Bill Processing:** Oversee the processing of monthly administrative bills related to various services.
- **Meeting Hall Management:** Ensure the proper functioning and booking of meeting rooms or conference halls.
- **Stationery Management:** Oversee the procurement and distribution of office stationery.
- **Travel Management:** Coordinate employee travel arrangements, including bookings, itineraries, and expense reimbursements.
- **Vendor Management:** Handle relationships and negotiations with vendors (e.g., canteen services, office supplies, security services).

### Key Skills -

- **Attention to Detail:** Ensuring accurate payroll processing, compliance, and attendance tracking.
- **Knowledge of Statutory Regulations:** Familiarity with PF, ESIC, PT, and other local or national labor laws.
- **Software Proficiency:** Skilled in using HRMS, Adraline, Recibo, and other related payroll or attendance management software.
- **Time Management:** Managing multiple tasks (payroll, attendance, vendor management) effectively and within deadlines.
- **Communication:** Ability to address employee queries related to payroll, benefits, and other HR administrative functions.
- **Problem Solving:** Quickly resolving any payroll discrepancies, attendance issues, or vendor-related concerns

- **PROJECT EXPERIENCE**

**MBA (HR)**

- **Name:** A study on statutory compliances with special reference to compensation and provident fund.
- **Company Name:** CUMMINS INDIA LIMITED.
- **Duration:** 2 Months
- **My Role:** Organization should arrange lecture of statutory compliance for employee. Statutory compliance are important for the employee as well as employer. If statutory compliance properly in an organization, Then it is beneficial for both of them.

**COURSES**

- **Advance Human Resource Practical Training Course with Unique Vision Vaibhav Technical and Self Employment Training Foundation.**

- **Duration – 6 Months**

- **Key Area–**

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|---|-----------------------------|
| ➤ HR & Admin Management                     | ➤ HR Budget                 |
| ➤ Employee On boarding & joining            | ➤ Recruitment & Selection   |
| ➤ Attendance Management                     | ➤ Visa Processing Procedure |
| ➤ Basic Sap                                 | ➤ PMS                       |
| ➤ Payroll Management                        | ➤ Employee welfare          |
| ➤ Employee Engagement                       | ➤ Training & Development    |
| ➤ Statutory Compliance PF/ESIC/PT/LWF/Bonus | ➤ HR Letters                |

- **Advance MS-Excel & MIS Training Course**

- **Duration – 3 Months**

- **Key Areas –**

- 1) VLOOKUP & H Lookup
- 2) Pivot Table
- 3) Slicer
- 4) Macros Conditional Formatting
- 5) All Excel Formulas
- 6) MIS Preparation in Excel
- 7) Data Analysis

**EXTRA CURRICULAR**

- Actively participated in poster presentation international conference healthcare innovations, software and engineering technologies HISET 2024.
- Event management in college events (fresher's party, farewell party, prize distribution).
- Participation in vibrant HR Olympiad competition.

### STRENGTHS

- Ability to be Innovative.
- Accept New Challenges.
- Good Communication Skills.
- Honesty.

### HOBBIES

- Sports.
- Online games.

### PERSONAL DETAILS

- Full Name : Mr. Prathamesh Prakash Vaske
- Date Of Birth : 3 Sep 2000
- Gender : Male
- Marital Status : Unmarried
- Language Known : English / Hindi / Marathi
- Permanent Address : Shivam Apartment, Vrindavan colony, aagashivnagar, karad.  
Pin no- 415410

### DECLARATION

“I hereby declare the above Information’s Are True to Best of My Knowledge.”

Place:

Date: (Prathamesh Prakash Vaske)