

PUSHPANJALI SITARAM DAPHAL

DEPUTY MANAGER

PHONE | (+91) 8308959507

EMAIL | pushpa.daphal@gmail.com

LOCATION | Pune, INDIA

EXPERIENCE | 11 Years 0 Month

Key Skills

- Performance Management
- Compensation Management
- Employee Engagement
- Employment Law
- Benefits Administration
- Hr Generalist Activities
- Employee Relations
- Recruitment
- Policy Formulation
- Hr Budgeting

Certification

- MLL&LW
- DLL&LW

Languages

- English
- Hindi
- Marathi

Profile Summary

A competent HR professional with 11 years of experience in HR Generalist profile

Work Experience

Deputy Manager

Tata Toyo Radiator Ltd

06/2023 - Present

HR Manger

Davi Engineering Pvt Ltd

09/2019 - 06/2023

Nine years of Professional experience in HR generalist profile

HR Manger

Davi Engineering Pvt Ltd

09/2019 - 09/2019

Attendance & Payroll, HR- IR & Office Administration, Contract Labour Management, Employee Engagement, Talent Acquisition, Training & Development Handling HRMS, Legal & Statutory compliance's HR Policy formulation, Separation & Retrial Process, DISH Factory license renewal. Factory Plan Approval, Form No. 27 Annual Returns, Health Check UP Accident Report, Safety Audit, Holiday List etc. Labour Office MIDC, Fire office Local Authority MPCB Compliance Return & Certificate renewal

Social links

- <https://www.linkedin.com/feed/>

HR Manager

ONKAR DIES PVT.LTD.

01/2018 - 08/2019

Payroll Management Statutory Compliance's
Training & Development Induction &
Orientation Recruitment & Retention Office &
HR communication Employee Relations
Welfare Manpower Planning Employee life
cycle Facilities Administration Employee
counseling Industrial Relation HR Policies &
Procedures PMS & employee grievances

HR-Admin Assistant

Minilec India Pvt Ltd

01/2015 - 01/2018

?????? Keep track of leave time employees.
?????? Process paperwork for new employees
and enter employee information into the
Attendance system. ?????? Verify attendance,
hours worked, and pay adjustments, and post
information onto records Compute wages and
deductions, and enter data into ERP Systems.
?????? Record employee information, such as
exemptions, transfers, and resignations, to
maintain and update payroll records. ??????
Managing employee attendance, leave records
(as per leave policy), wage calculations &
timely Salary. ?????? Process of Performance
Appraisal. ?????? Managing Employee
Extension, Confirmation, Termination. ??????
Studying and Understanding Manpower
Requirement of the Company.

HR-Executive

Platemasters

05/2013 - 12/2014

Recruitment and HR Policies Implementation
Activities:- ?????? Responsible for joining
formalities of new appointee. ??????
Monitoring relieving procedures, Handling Exit
interview. ?????? Prepared Organization
Chart. Employee Engagement Activities:-
?????? Coordinating Employee Engagement
activities & updation of Communication
Boards. ?????? Organizing Rewards &
Recognition activities. ?????? To coordinate

with training department for training related activities. ?????? Celebration of Birth day of staff employee, Pooja, events management. Co-ordination & manage relation between employer & employee. Administration Duties:-
?????? Keep track of leave time employees.
?????? Process paperwork for new employees and enter employee information into the Attendance system. ?????? Verify attendance, hours worked, and pay adjustments, and post information onto records Compute wages and deductions, and enter data into computers
?????? Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records. ?????? Managing employee attendance, leave records (as per leave policy), wage calculations & timely Salary. ?????? Studying and Understanding Manpower Requirement of the Company.

Education

MBA/PGDM - HR/Industrial Relations

2013

Pune University

Grade - 65%

B.A - Arts&Humanities

2008

SVPM's College Pune University, Pune

Grade - 58%

12th

1999

Maharashtra , English

Grade - 50-54.9%

10th

1997

Maharashtra , Marathi

Grade - 65-69.9%

Projects



Role of Training & Development Department in TQM

61 Days

MBA Summer Project