

Akshay Ashok Yadav

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Professional Summary

Experienced HR professional with over 4.5+ years of expertise in payroll handling, recruitment, employee engagement, compliance management, and HRMS implementation. Demonstrated success in streamlining HR operations and driving employee satisfaction through innovative strategies and efficient processes. Skilled at managing multi-functional HR tasks in dynamic organizational environments.

Core Competencies

- Payroll Management and Compliance
- Talent Acquisition and Onboarding
- Employee Relations and Engagement
- HR Policies and Documentation
- HRMS Tools (Adrenalin HRMS, SAP B1, ERP, Gryet HR ,ERP)
- Succession Planning
- Training and Development
- Labor Law and Compliance

Professional Experience

HR Associate | Qness Corp Limited, Bengaluru Duration: 12/04/2023 – 12/08/2024

Key Responsibilities:

- Managed leave and attendance systems and trained users.
- Ensured accuracy in payroll, pay data inputs. Data and prepared attendance and MIS reports.
- Coordinated with vendors for facial recognition attendance systems.
- Updated and maintained employee master data.
- Full & Final settlement related to HR operation
- Administer Leave and Attendance Tool as HR user and update records (approvers) as necessary, Compile employee time and payroll data from time sheets and site attendance records. Pay data inputs.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records
- Issue and record adjustments to payroll input related to previous errors or retroactive changes
- Compile reports related to Daily Attendance, Employee Summary, Department Summary, Current Status of employee, In/Out Statistics, Late Coming, Early Out, Manual Entry, Single

Entry, Paid and unpaid Leaves, Overtime, leave balance & register Create and maintain accurate employee master data such as Employee Name, ID, Code, Shift, Shift Sequence, Time, Joining and Leaving Dates, Department, Cost Code, grade, gender, location, education qualification, experience etc.

- Update details in global master (directory) - deletion Delete records upon employee exit
- Record employee information, such as joining, transfers, and resignations, in order to maintain and update payroll records
- Employee updates - attendance prize, sick leave bank, and annual leave encashment ⑦ Prepare MIS data related to attendance, leave, late coming etc.
- Coordinate for Full & Final settlement related to Time Office

HR Officer | Snehalya, Ahmednagar Duration: 27/06/2022 – 08/04/2023

Key Responsibilities:

- Implemented HRMS software for the organization.
- Streamlined recruitment, onboarding, and induction processes.
- Managed employee personal files and leave records.
- Supervised payroll processes and administrative activities.
- HRMS Implemented in Our Organization.
- Handling Recruitment process, onboarding activity
- Recruitment involving short listing,
- Follow-up the selected candidate,
- Bank Account Opening
- Documents Collection,
- Managing Induction Programs,
- Issuing offer letter and Appointment letter, Id card
- Experience/service certificate, Relieving letter, Exit Interview.
- Maintaining employees' personal files and records, ⑦ Update in HRMS Software.
- Tracking attendance, Maintaining leave record.
- Admin Activities, Training
- Payroll Process
- Handle Admin Activity – Issue I card,
- Employee wise file Management-Master File Management

HR Officer | UGC Supply Chain Management, Pune Duration: 01/02/2021 – 30/04/2022

Key Responsibilities:

- Oversaw recruitment, shift scheduling, and compliance handling.
- Managed canteen facilities and safety equipment distribution.
- Maintained accurate employee records and addressed PF/ESIC issues.
- Handling Recruitment process, Recruitment involving short listing, Follow-up the selected candidate, Bank Account Opening Documents Collection, Managing Induction Programs

- Issuing offer letter and Appointment letter Experience/service certificate, Relieving letter, Exit Interview.
- Maintaining employee's personal files and records,
- Communicating HR policies & across the organization at all levels, Admin Activities, Payment Follow-ups with Customer
- ESIC Claim Handling

HR Trainee | Gunjal Industries, Ahmednagar Duration: 05/01/2020 – 31/01/2021

Key Responsibilities:

- Conducted recruitment, salary negotiations, and employee onboarding.
- Monitored attendance and leave records.

Education

1. Master of Business Administration (MBA) in Human Resources - Institute of Management Research and Rural Development, Ahmednagar (83.00%, Distinction)
2. Bachelor of Engineering (BE) in Information Technology - Sinhgad Institute of Technology, Lonavala (66.44%, Distinction)
3. Higher Secondary Certificate (HSC) - New Arts, Commerce, and Science College (56.67%)
4. Secondary School Certificate (SSC) - Residential High School (74.13%)

Certifications

- HR Training Program - IIPC, Pune
- Recruitment Training - Ministry of Micro, Small & Medium Enterprises (Government of India)

Languages

English (Fluent), Marathi (Fluent), Hindi (Fluent)

Hobbies

Chess, Playing Cricket, Watching Cricket Matches