



Gaurav Sunil Wankhede | 11.06.2000 | [gauravwankhede099@gmail.com](mailto:gauravwankhede099@gmail.com) | 9370732856

WORK EXPERIENCE		
KSB Limited, Pimpri, Pune	<b>Designation: Corporate HR Executive</b> <ul style="list-style-type: none"><li>Statutory Compliances</li><li>Contract Labour Management Including Attendance Tracking and Payroll Processing</li><li>PAN India Group Mediclaim Policy / Group Accidental Policy</li><li>Employee Engagement</li><li>PAN India EPFO Handling</li><li>NPS</li><li>Policy Management</li><li>HR-MIS</li><li>System Administration</li><li>Digitization Project</li><li>All general activities of HR department at corporate level</li></ul>	Mar 2023- Present
KSB Limited, Vambori, Ahmednagar	<b>Designation: Plant HR Assistant</b> <ul style="list-style-type: none"><li>All Plant HR Activities</li><li>Contract Labour Management</li><li>Union Relations</li><li>Employee Engagement and Relations</li><li>Training and Development</li><li>Payroll Processing and Records Management</li><li>Recruitment and Onboarding</li><li>Administration – Security, Housekeeping, Gardening, Canteen &amp; Transportation</li><li>Compliance and Liasoning</li><li>Communication and Documentation</li></ul>	Feb 2020- Feb 2023
KSB Limited, Pimpri, Pune	<b>Designation: HR Trainee</b> <ul style="list-style-type: none"><li>Payroll Support</li><li>Supported the HR team in managing daily HR operations, including recruitment, onboarding, and employee relations.</li><li>Contract Labour Management</li><li>Visitor Management System</li><li>Assisted in the administration of employee benefits programs and facilitated communication between employees and management.</li><li>Coordinated with various departments to ensure smooth implementation of HR policies and procedures.</li><li>Grievance Handling</li><li>Wage Agreement Distribution</li></ul>	Dec 2017 - Jan 2020

ACADEMIC PROFILE		
Master of Business Administration in HR	Savitribai Phule Pune University	Pursuing
Diploma in Labour Laws and Labour Welfare	Savitribai Phule Pune University	2023
B Com	Savitribai Phule Pune University	2022
Class XII	Ordnance Factory College, Varangaon	2019
Computer Operator and Programming Assistant (ITI)	ITI Haveli, Pune	2017
Class X	J E School & Jr College, Muktainagar	2016

SKILLS	
Soft Skills & Software	<ul style="list-style-type: none"><li>• Labor Law Compliance</li><li>• HR Operations &amp; Management</li><li>• Employee Engagement &amp; Relations</li><li>• Payroll Administration</li><li>• Recruitment</li><li>• HRMIS Reporting</li><li>• Policy Implementation &amp; Compliance</li><li>• Benefits Administration</li><li>• Proficient in Excel with advanced knowledge</li><li>• Digitization &amp; Process Improvement</li><li>• Well-versed in various software systems including Payroll and Attendance software, Contract Labour Management Software, Visitor Management Software, and Canteen Management Software, facilitating smooth and streamlined operations in HR processes</li></ul>

Awards	
Project	<ul style="list-style-type: none"><li>• Successfully implemented software systems including Payroll and Attendance software, Contract Labour Management Software, Visitor Management Software, and Canteen Management Software</li></ul>
Certificate	<ul style="list-style-type: none"><li>• Successfully organized a cricket tournament for four plants, earning recognition and certification for exceptional event management skills</li></ul>

INTEREST AND HOBBIES	
	<ul style="list-style-type: none"><li>• Event Planning and Coordination</li><li>• Trekking and Outdoor Activities</li><li>• Bike Riding</li><li>• Gym and Fitness</li><li>• Continuous Learning</li></ul>