



PRATIK CHAVAN

SENIOR HR EXECUTIVE

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📍 Chakan, Khed, Pune 410501

PROFESSIONAL SUMMARY

Detail-oriented and proactive HR Senior Executive with over 4 years of experience in supporting HR operations, recruitment, employee relations, and performance management. Adept at fostering a positive workplace culture, streamlining HR processes, and enhancing employee engagement. Committed to aligning HR initiatives with organizational goals to drive performance and growth.

ACADEMIC BACKGROUND

YCMO UNIVERSITY	2020 - 2023	PUNE UNIVERSITY	2017 - 2022
MBA HCM	8.9/10 GPA	BALLB	7.3/10 GPA

CAREER HISTORY

SR. HR EXECUTIVE

MYUNG SUNG IND. COMP. INDIA PVT LTD

April 2024 to Present

- Payroll, Attendance and Leave Management, Loan & Advanced, Vendor management
- Training & Developments, Employee Relationship, Factory Management, Union Management.
- Manage All legal Compliances and Wages, Security Laws, rules, and regulations.
- Monthly and yearly compliances submission and returns, ESIC, PF, Gratuity, PT, Bonus, Leave Encashment, POSH, Factory return, MLWF, Insurance Policies, WC policies.
- Hiring, joining, Onboarding, Induction, Exit Interview, FNF, Performance Management, Appraisals, Handling Grievances.
- Canteen, Transportation, Ad-hoc allowances, Booking, Reporting, Monthly MIS, MOM, Committee, Welfare activities.
- Compensation and Benefits management, Allowance management, Reimbursements.

HR EXECUTIVE

SAYALI INDUSTRIES PVT LTD

June 2023 to April 2024

- All employee's salary, and deductions. Contract Bills, Vendor Management.
- Employee Engagement activities and Improvement, Employee relationship, Welfare Activities.
- Recruitment, Joining, Onboarding, Induction, Performance Management, Appraisal activities as well as Full and Final settlements, Exit Formalities.
- Legal Compliances, Monthly and yearly compliances submission and returns, ESIC, PF, Gratuity, PT, Bonus, Leave Encashment, POSH, Factory return, MLWF, Insurance Policies, WC policies, Hazardous waste management, MPCB.
- Agreements, Contract agreement, factory management, Monthly Reporting, MIS, MOM, Committee, Safety, POSH, Maternity Leaves, Rules & regulations.

HR EXECUTIVE

FILIX ECOM SOLUTIONS

Jan 2021 to June 2023

- All employee's salary, and deductions. Contract Bills, Vendor Management.
- Employee Engagement activities and Improvement, Employee relationship, Welfare Activities.
- Recruitment, Joining, Onboarding, Induction, Performance Management, Appraisal activities as well as Full and Final settlements, Exit Formalities.
- Legal Compliances, Monthly and yearly compliances submission and returns, ESIC, PF, Gratuity, PT, Bonus, Leave Encashment, POSH, Factory return, MLWF, Insurance Policies, WC policies.
- Agreements, Contract agreement, factory management, Monthly Reporting, MIS, MOM, Committee, Safety, POSH, Maternity Leaves, Rules & regulations.

SKILLS

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| · Payroll administrator. | · Vendor Management. |
| · Legal Documentation. | · Joining to Exit formalities. |
| · Training and Development. | · Employee Engagement Activities. |
| · Labor law. | · Employee Welfare |
| · Factory Act. | · Compensation and Benefits. |
| · Attendance & Leave Managements. | · Cost cutting. |
| · Employment Law | · Employee Evaluation. |
| · HRIS Software's. | · Time Attendance Management. |
| · Companies Policies. | · HR Process. |
| · Labor Relationship. | · Medclaim Health benefits and activities. |
| · Agreement. | · Contracts. |
| · PF, ESIC, PT, Bonus, Gratuity, maternity. | · Audits. |
| · Monthly & yearly returns. | · IATF ISO:16949 |
| · Agreements, contract. | · ISO:14001, ISO:45001 |
| · Grievances. | · Factory Rules & Regulations. |
| · Oracle. | · Data Analytics. |
| · ESSL, Hikvision. | · Data Visualization. |
| · ServiceNow, Naukri. | · Data Management. |
| · MS Office. | · Communication. |

HOBBIES

- Chess.
- Travel.
- Netball.
- Photography.

PERSONAL DETAILS

- DOB – 04/10/1999
- Language Known – English, Hindi, Marathi
- Unmarried.
- Male.