

# Curriculum Vatie

## Sachin B. More

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### Career Objective

My objective is Aiming for a challenging Human Resource Assignment with a leading organization to focus on my abilities to work towards achievement of the company's goal and strengthen my skill and learning.

### Executive summary

As a HR professional, having about **6 years** Post qualification experience with in Human Resources with good communication skills at Corporate Office and Units, I have good experience in HR activities such as Statutory compliance (PF & ESI), Payroll, Recruitment, Employee Relations, conducting & coordinating Training programs, performance Management and Administration etc.

### Statutory compliances

Registration of PF, ESIC, PT, MLWF etc.

PF, ESIC Challans Preparation and UAN, IP Generation, Help in Final Payment through Portal, TIC, Medical Card, KYC, Missing Details Updation.

Handling PF withdrawal, Transfer, Advance, Death Case, Pension Claims.(Online and Offline)

To Help in Getting Medical Benefit under ESIC.

To Help in Compliances Audits.

Start to end coordination with clients.

Direct Coordination with PF, PT, ESIC government authority

### Core competencies

Payroll Processing (Salaries & Incentives)

Training & Development

Recruitment, Performance Management / Appraisals

Attendance & Leave Management(Bio Matric attendance system )

M.I.S. Reports

Employee Relations

Time Management

## **Job Summary**

### **Statutory compliances**

Handling Statutory Compliance, Filing of monthly Statutory Returns within the due dates. Timely submission of ESI & PF Declaration forms of new employees.

Processing PF claims of left employees.

Registration of PF, ESIC, PT, MLWF, Shop Act.

PF Challans Preparation and generation, Help in Final Payment through Portal, UAN & IP Generation, KYC, Missing Details Updation.

Handling PF withdrawal, Transfer, Advance, Death, Pension Claims.

To Help in Getting Medical Benefit under ESIC.

To Help in Compliances Audits.

Start to End coordination with Clients.

Handled and attend PF, PT, ESIC, MLWF hearing.

Direct Coordination with PF, PT, ESIC government authority

### **Recruitment**

Responsible in entire recruitment process starting from maintaining resume data bank to screening the candidate, salary negotiations and issuing an offer & Appointment letters and Deployments. Planning human resource requirements in consultation with heads of different functional & operational areas, organizing the interviews and induction programs.

Responsible to manage and coordinate with consultancies on all the active job requirements, if necessary.

### **Time Office Functions**

Day to day Attendance checking On (Bio Matric attendance system)

Maintaining Leave Cards of all Employees. Checking & Maintaining of Overtime & late coming reports, Absenteeism Reports of Employees etc.

### **Training & development**

Identifying the training needs for teams from different departments in consultation with HODs. Organizing internal training programs and getting feedback from employees. Taking awareness classes on benefits available with PF, ESI, Personal grooming & Other Etiquettes etc.

## **Payroll Processing**

Consolidation of Payroll with all inputs like Collection on attendance, leaves, new hires, employee information changes, Loans, Advances, Payments, and Reimbursements etc. Salary statement generation and coordinating with bank for disbursing the salary and Employee Pay slips generation & Distribution.

## **Performance Management / Appraisals**

Planning and timely completion of midyear and annual performance reviews.  
Preparing Confirmations / Promotions/ Increments.

Distributing and documentation of annual appraisal letters in personal files of employees.  
Data analysis by appraisal forms and preparing performance MIS reports.

## **Other HR Activities**

Assist HR Head in implementation of the organization's HR Processes.

Providing MIS reports with analysis to the top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Absenteeism Reports of On-Roll Employees, Training Analysis, and other reports (as per the Top Mgt requirement).

Providing Induction, the new joiners, over view the organization structure with PPT presentation.

Issuing Show cause notices, Warning letters, Memos, Phonograms, Termination letters for the concern staff and asking for their explanation.

Conducting Exit interviews, Employee Final Settlements, relieving procedures and employee coordination.

Handling general administrative areas like Security, Housekeeping etc.

## **Employee Relations**

Resolving employee grievances in a prompt manner and develop faith in employees towards the management.

Addressing employee queries regarding PF, ESIC, PT, MLWF, Payroll, Attendance, HR Policies, Leave Details, Timesheets etc.

Employee Benefits - maintaining leave records, Leave encashment, Medical Reimbursement.

### Experience summary

1. Working with **CLR Facilities Services Pvt. Ltd., (PUNE)** as **Sr. Executive Payroll & Compliance** from 4<sup>th</sup> July 2019 to still date.
2. Working with **PAYSQUARE CONSULTANCY LIMITED, (PUNE)** as **Associate Statutory Compliance** from 15<sup>th</sup> Nov 2017 to 25<sup>th</sup> Apr 2019.
3. Workings with **NILON'S Enterprises Pvt. Ltd., Utran (Jalgaon)** as **HR Assistance & Admin** from 15<sup>th</sup> May 2016 to 10<sup>th</sup> Nov 2017.

### Educational Background

**MBA (HR)** from **IMR College, Jalgaon (NMU)**. Institute in year **2015** with **C+ Grade**.  
**B.Sc. (CS)** graduate in year **2013** from **DNCVP'S College, Jalgaon** institute with **66.17 %**.  
**Higher secondary** passed from **Nasik Board** in year **2009** with **61.00 %**.  
**High school** passed from **Nasik board** in year **2007** with **68.46 %**.

### Personal details

**Date of birth** - 03-06-1991

**Languages known** - English, Hindi, Marathi

**Permanent Address** - At Post - Utran. Tal - Erandol, Dist - Jalgaon. Pin 425109.

**Current Address**- Warje, Ingale Nagar, Swati Apart., Flat No.4, Pune Pin 411058

Yours Faithfully,

**Sachin B. More**