

Mrs. Priyanka Rupesh Ghodke

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PROFESSIONAL OBJECTIVE

Seeking a challenging position where I can utilize my skills/experience to contribute to the success of the company.

ORGANISATIONAL EXPERIENCE

Name of the Company	Michelin India Pvt Ltd
Duration	5 th Oct 2020 to till date
Current Designation	Asst. Manager – Compensation & Benefits
Main Roll	Payroll Management, Compensation & Benefits
Employee Count for Payroll	2800+
Location handled	Maharashtra, Tamilnadu and Delhi
Worked on Payroll Software	ADP India Pvt Ltd.

PROFILE SUMMARY In Michelin India Pvt Ltd

Payroll Management –

- Support with procedures of preparation, documentation and disbursement of all payroll inputs and employee benefits payments.
- Perform reconciliation and validation of data according to predefined payroll processing procedures and standards.
- Responsible for payroll governance, variance check, validation on payroll outputs, bank files, payroll journal vouchers etc.
- Preparation of annual report for Actuarial valuation of Gratuity, leave encashment, Long Service etc.
- Co-ordination with payroll vendor for all payroll related activities, employee queries etc.
- Collaborate with internal and external stakeholders to ensure the efficiency of the entire payroll processing system.
- Work with cross function teams like finance, treasury, tax & legal to formulate processes/policies.
- Handling exit administration like FNF processing, collection of exit declarations, no dues, Exp cum Relieving Letter etc.
- Responsible for employee communication for any update in relation to payroll and local statutory.
- Managing Internal & external audits, ensure proper documentation for the same.
- Managing audits of Internal control testing.
- Identify, analyze and improve the existing processes by recommending and implementing solutions in an innovative and logical way.
- Find opportunities to improve service to deliver a better employee experience and better efficiency.
- Assist in improving the overall planning and control of the payroll department.
- Statutory Compliance -
 - Compute and validate to ensure accurate and timely payment to the Statutory authorities like EPFO, PT,IT etc.
 - Online submission of monthly compliance on Stat tool
- Leave Management / Workday – Support employees on different leaves queries

Benefits Administration–

(Benefits in Michelin – Insurance, EAP, Tyre, Canteen, Car Lease, Higher Education, Employee Share holder Plan, Transportation, Long service award, Mobile, Baby born gift, Marriage gift, Employee referral bonus, Creche/Daycare etc.)

- Ensuring employees know what benefits are offered by the company.
- Assisting employees with the enrollment process for savings and insurance schemes.
- Answering any questions employees have about their benefits.
- Conducting presentations that educate employees about their benefits (Benefits Induction).
- Informing employees about any changes to the benefits structure. (Annual Benefits Statement)
- Co-ordinating with Insurance companies for enrollment, invoicing, employee queries, claim settlements, maintaining CD statement, etc.
- Monthly reimbursements/payouts of different benefits
- Managing trackers, reports of various benefits provided by the company.
- Manages the implementation of new benefit programs.
- Policy creations, updation in existing policies
- Provide education and training on various types of benefits to managers and other staff members.

Compensation Administration–

- Preparation and analyzation of monthly / quarterly / annual budget & forecast report (MASA) for India & UAE, Algeria, Morocco, Cameroon, Nigeria countries.
- Data preparation for different surveys of Mercer (Skill Benchmarking), Deloitte (Benefits Survey), Korn Ferry (Market medians) etc.
- Participate in salary and labour market surveys (Deloitte) to determine prevailing pay rates and benefits.
- Gather data for reporting purposes along with employee feedback on salary and benefit changes

Projects–

- **USPF/MOCP (Michelin One care Program)** – The aim is to respond to the Group's historical commitment to caring for its employees and their families beyond the strictly professional sphere by supplementing national social protection schemes, which are unevenly developed and whose support is increasingly constrained by government withdrawal policies. Thus, Michelin has decided to study the progressive implementation of a Universal Social Protection Floor, which will be set up in accordance with the cultural, social, and economic realities of each country.
- **Gender Pay Gap** - Ensure there is not a salary gap between female and male with equivalent levels of responsibility and experience.
- **BIB Action** - BIB'ACTION is the Group's employee share ownership plan (ESOP) that enables employees to buy Michelin shares on preferential terms.
- **Benefits Statement** – It's consolidated benefits statement for better understand the value of each benefit program in India, UAE, Algeria, Morocco, Cameroon, Nigeria countries.
- **Leave Study** – Work Life Balance (Encourage employées to avail Annual Leaves)
- **Remuneration Structure and Transparency** – Collection and analyzation of remuneration structure for India, UAE, Algeria, Morocco, Cameroon, Nigeria countries.
- **SNOW (Service Now)** – Tool to help teams to manage, track and resolve employee queries, requests, and issues in structured and streamlined manner.
- **BIZAGI Tool** – Created SOP's (Standard Operating Processes) in graphical format which helps to communicate procedures in a standard manner.

Name of the Company	Kumar Builders (Kumar Urban Development Pvt. Ltd.)
Duration	June 2019 to 3rd Oct 2020
Current Designation	Sr. Executive HR & Admin
Main Roll	HR Generalist, Payroll Management, Time Management & Statutory Compliance, Administration, Recruitment
Employee Count for Payroll	200 + (Individually handling End to End Payroll)
Location handled	Maharashtra
Worked on Payroll Software	High Rise, Empower Attendance

Name of the Company	Marvel Realtors and Developers Limited
Duration	May 2016 to May 2019
Current Designation	Sr. Executive HR
Main Roll	HR Generalist, Payroll Management, Time Management & Statutory Compliance
Employee Count for Payroll	600 + (Individually handling End to End Payroll)
Location handled	Maharashtra
Worked on Payroll Software	Ascent Payroll & Ascent ESS, Basic working on SAP

Name of the Company	Girikand Travels Pvt. Ltd.
Duration	August 2011 to April 2014 (2.8 Years)
Last Designation	Sr. Executive HR & Admin
Main Roll	HR Generalist, Payroll Management, Time Management & Statutory Compliance
Employee Count for Payroll	500 + (Individually handled End to End Payroll))
Location handled	Maharashtra
Worked on Payroll Software	Saral Pay Pack & Saral ESS

Name of the Company	Sanjay Maintenance Services Pvt. Ltd.
Duration	November 2005 to July 2011 (6 Years)
Last Designation	Sr. Assistant HR & Personnel
Main Roll	Payroll Management
Employee Count for Payroll	2000 +
Location handled	Maharashtra (Vidarbha), Andhra Pradesh, Goa, Chhatisgarh
Worked on Payroll Software	Pay Max Payroll

HR Generalist Role -

- Joining Formalities.
- Handling employee data base (both in soft form and files management)
- Serve as a link between management and employees by handling queries and helping resolve work related problems.
- Plan, direct, supervise and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
- Preparation of various types of Letters like Offer, Appointment, confirmation, Experience and Relieving, Bonafide etc.
- Confirmations, performance appraisals, performance management.
- Role in employee engagement, winning the trust of the employee and hence can help the organization in controlling the attrition.
- Exit-interviews
- Full and Final settlement.

Payroll, Leave & Attendance Management

- Managing End to End Payroll
- Maintaining whole staff correct database in payroll system.
- Payroll processing with regards to Labor Laws
- Preparation and checking of monthly attendance.
- Salary calculations
- Income Tax (TDS) Calculations
- Monitoring PF, ESIC, PT, Leave calculation.
- Disbursement of monthly Salary through Bank, cash, cheque within timeframe.
- Finalization of monthly Salary MIS
- Reconciliation of Salary MIS
- Coordinating with inter departments for Payroll activities and providing relevant inputs.
- Preparation of various data require by any departments or clients.
- Monitoring Relieving procedures and settlements
- Handling Employee grievances regarding attendance, salary issues etc.

Statutory Compliance

- Preparing Salary structures as per current wages
- Finalization & online challan generations and responsible for online payments within timeframe of PF, ESIC, PT, MLWF etc.
- Submission of PT Returns(Monthly/Annually), ESIC Returns
- Gratuity calculation and claim process.
- **PF & ESIC Activities –**
 - Employer's online registration of PF & ESIC
 - Generate, activate & linking of UAN.
 - Processing of PF's online transfer claim, Withdrawal claims.
 - Processing of Advance applications of employees from PF.
 - Guide ESIC Benefits to employee (Maternity/any hospitalization)
 - Individually can handle all related queries regarding PF
 - PF approvals like KYC's, PF Transfers, modify basic details through DSC.
 - Deal with various government authorities.
 - Handled all statutory inspections independently.
 - Preparation of different compliance reports & statutory reports

- Maintaining different documents under all applicable laws and preparing for different returns like – PF, ESIC, PT, TDS, and MLWF etc.
- Licensing procedure for new licenses or renewal of licenses like Shop Act License, Labor Licenses for various clients under Contract Labor Act
- Coordinating with inter departments for HR/Payroll activities and providing relevant inputs.

Administration

- Vendor Management
- Handling 300 + voice & Data Postpaid mobile connection(IDEA / Vodafone / TATA)
- General Office administration – Stationary, Housekeeping, office maintenance etc.
- Flights & CAB Bookings
- Personal Accidental Claims

Recruitment

- Identifying future hiring needs and developing job descriptions and specifications.
- Collaborating with department managers to compile a consistent list of requirements.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork for new hires.
- Promoting the company's reputation and attractiveness as a good employment opportunity.
- Keeping up to date on current employment legislation and regulations and enforcing them within the company.
- Providing recruitment reports to team managers.

HR Policies & Procedures

- Involved in introducing new policies or updating policies like Leave, Attendance, Behavior, welfare, compensation & Benefit, Health, Safety and Security etc.
- Conduct Policy & Procedure awareness sessions for employees across all locations.
- Resolve employee queries on HR policies and Procedures.

Achievements

- **Go Getter Award** for preparation of Benefits Statement for India, South Africa & Middle East (UAE/Morocco/Algeria) countries in Michelin India Pvt Ltd
- **Go Getter Award** for Successfully ran virtual event of Long Service Award in Michelin India Pvt Ltd.
- Awarded “**PERFORMER OF THE YEAR 2009**” by CMD (Mr. Sanjay Khanvilkar) of Sanjay Maintenance Services Pvt. Ltd.

Certifications

- Online Advance Excel Training
- Online Six Sigma White Belt Training

Highlights

- Implemented In-house Payroll, Leave & Attendance System.
- In-house statutory compliances started for Girikand, Marvel and Kumar Builders.
- Successfully worked on compensation & benefits (Pension, Insurance) to the nominees of employees in death case
- Active participation & taking initiative to transfer various manual activities to automation/digitalization (SNOW/Power BI apps)
- Rich core Experience of 15+ years in Payroll.
- Strong sense of responsibility & commitment
- Conversant with MS Office (Word, Power Point, Excel & Outlook), Windows, Payroll Module & HRIS and Internet Applications

EDUCATION

Qualification	School/College Name	University	Year of Passing	Percentage
B.Sc. (Group A- Physics, Electronics & Computer)	Dnyandeo Mohekar Vidyalaya, Kallam, Dist.Osmanabad	Babasaheb Ambedkar Marathwada University,Aurangabad	2007	First Class
Polytechnic Diploma in Computer Engineering	Government Residential Women Polytechnic, Latur	Maharashtra State Board of Technical Education, Mumbai	2003	First Class
S.S.C.	Vidya Bhavan Highschool, Kallam, Dist.Osmanabad	Maharashtra State Board	2000	Distinction

Personal Details

Date of Birth : 22nd April 1986

Languages known : Marathi, Hindi, English.

Gender : Female.

Marital Status : Married.

Interest and Hobbies : Dancing, listening to music, making new friends, Reading

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I, hereby declare that the information mentioned above is true.