

Shivaji Balu Bhosale

HR Executive | Payroll Process | Admin Officer

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Location: Narhe Gav, Pune, Maharashtra, India | **Notice Period:** 15 Days

Career Objective

To excel as an HR professional by leveraging 12+ years of experience in payroll, administration, and employee engagement, contributing to organizational growth through strategic HR initiatives and operational excellence.

Professional Experience

HR Executive | Payroll Process & Admin Officer

Saileen Technocrats Pvt. Ltd., Pune

Jun. 2024 – Present

- Streamlined HR operations, reducing recruitment cycle time by 25%.
- Implemented a new payroll system, achieving 100% compliance with statutory regulations.
- Enhanced employee satisfaction by 20% through targeted engagement programs.

HR Executive & Admin

Mahabal Metal Pvt. Ltd., MIDC Miraj

Dec. 2014 – Jun. 2024

- Successfully recruited over 500 employees across various functions, reducing hiring costs by 30%.
- Conducted 50+ training sessions annually, resulting in a 25% improvement in workforce productivity.
- Processed payroll for 300+ employees monthly with zero errors for over 5 years.
- Spearheaded employee engagement initiatives, boosting retention rates by 15%.
- Implemented attendance and leave management systems, increasing operational efficiency by 20%.

Production Supervisor

Mahabal Metal Pvt. Ltd., MIDC Miraj

Jan 2012 – Dec 2014

- Improved production efficiency by 15% through process optimization.
- Reduced raw material wastage by 10% through inventory management strategies.
- Led a team of 25 operators, achieving consistent adherence to production schedules.

Key Skills

- Recruitment & Onboarding
- Payroll Management (PF, ESIC, Gratuity, F&F Settlements)
- Employee Engagement & Retention
- Training & Development
- Statutory Compliance
- Contract Labor Management
- Administrative Operations

Achievements

- Implemented a training feedback system, increasing training effectiveness by 30%.
- Reduced payroll discrepancies by 40% through automation and audits.
- Played a key role in ISO 9001:2015 and IATF 16949 certification processes.
- Optimized manpower allocation, reducing operational costs by 15%.

Educational Qualifications

- **B.Com** – Shivaji University, Kolhapur (*April 2011*)
- **HSC (Commerce)** – Kolhapur Board (*Feb.2008*)
- **SSC** – Kolhapur Board (*Mar.2006*)

Certifications

- ISO 9001:2015 Industrial Audit Certification
- Maharashtra State Certificate in Information Technology (MS-CIT)
- MTSTS Certified GST (Tally ERP 9)

Key Responsibilities

Recruitment

- Managed full-cycle recruitment for technical and non-technical roles.
- Conducted 50+ interviews annually and reduced hiring time by 20%.
- Prepared offer letters, job descriptions, and onboarding documentation.

Payroll & Compliance

- Processed payroll for 300+ employees, ensuring accuracy and timeliness.
- Handled PF, ESIC, bonus, leave encashment, and gratuity calculations.
- Monitored attendance, overtime, and leave records for compliance.

Employee Engagement & Training

- Organized cultural events like Diwali and Ganesh festivals to foster community.
- Conducted employee surveys to identify training needs and satisfaction levels.
- Developed training programs resulting in measurable skill improvements.

Administration

- Supervised housekeeping, security, and facility maintenance.
- Managed vendor relationships, ensuring cost-effective procurement.
- Coordinated travel and accommodation for employees and guests.

Statutory Compliance

- Ensured 100% compliance with labour laws and internal audits.
 - Prepared documentation for customer and ISO audits.
 - Updated skill matrices for workforce optimization.
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Technical Proficiency

- Microsoft Office Suite (Excel, Word, PowerPoint)
 - Tally ERP 9 (GST Compliance)
 - Google Sheets & Docs
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Personal Details

- **Date of Birth:** 6th June 1990
 - **Languages:** English, Hindi, Marathi
 - **Strengths:** Leadership, Quick Learner, Problem-Solving
 - **Hobbies:** Reading, Traveling
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Declaration

I hereby declare that all the information provided above is true to the best of my knowledge and belief.