

CURRICULUM VITAE

Sandesh K Salunke

Contact: +91 7400050779

sandesh.salunke2504@gmail.com

Address: D/902, VJ
Yashwin, Teerth Town
Road, Sus, Pune,
Maharashtra –
411021, India.

Date of Birth: 04th May,
1989

Total experience:

Above 13 years

Academic Credentials:

P.G.D.in Hospitality –
May 2010

BCom, Mumbai
University- March 2009

Qualities:

Ability to work
independently as well as
with team on multiple
projects.

Attention to details with
strong mathematical
abilities, confidentiality,
teamwork, multitasking

Objective:

Looking forward for an opportunity in an environment where I can utilize my experience and skills in contributing effectively for the success of organization and also for improvement of my personal skills and development.

Professional Experience:

Kanakia Group/December 2020 till April 2024

Designation: Assistant Manager – Human Resources

Carnival Group, Mumbai/May 2018 to August 2020

Designation: Senior Payroll Executive

Mynd Solutions India Pvt. Ltd., Mumbai/ Jun 2017 to April 2018

Designation: Payroll Executive

Randstad India Pvt. Ltd., Mumbai/ July 2015 to May 2017

Designation: HR Executive

Core Integra Consulting Pvt. Ltd., Mumbai/ July 2013 to June 2015

Designation: MIS Executive

Sahara Star Hotel, Mumbai/ December 2010 to February 2013

Designation: Chef Associate

Technical Skills:

- Successfully handled employee count of 5000 plus employees.
- Familiar with HR software Sensys & RAMCO.
- Have very good exposure of multiple industries payroll & HR processes (Consultancy firms, Security, Cinema, Construction Industry)
- Having good exposure on client management & even in-house HR process.
- End to end errorless payroll processed every month.
- Collecting, checking of Income Tax declaration from employees & process monthly income tax basis same.
- Post salary reports, MIS & PPT prepared & presented to management team
- Having knowledge of IT quarterly & yearly return filling & related query solving while filling IT return.
- Successfully calculated & released of Statutory Bonus & Ex Gratia every year
- Successfully prepared HR budget.
- Full and Final processing done for 2000 plus employees
- Handling day to day statutory queries of employees i.e. PF, ESIC etc.
- Help Organization Development team in PMS process
- Good in Coordination with HR SPOCS working in different location & collecting payroll inputs from them.
- Communication with PAN India staff for any issues or grievances faced in day to day working conditions.