

# Bhagyashri Ghodekar

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## Objective

Highly motivated and result-driven HR professional with 2 years of experience in various HR functions. Seeking a challenging position where I can utilize my strong interpersonal skill, knowledge of HR policies and procedures, and ability to effectively manage employee relations to contribute to the success of the organization.

## Experience

- Mahindra and Mahindra** 08/11/2023 - Till Date  
Compliance Officer
  - ❖ Controlling contractual labor attendance of through RMS (Time Office System), Attendance Management
  - ❖ New employee joining formalities for the time office, canteen allowances and handle grievances for the time office and canteen enrollment and payroll.
  - ❖ Control the contractual manpower attendance, rate verification, invoices compliance, Agreement terms and condition checking and approval for the payment process.
  - ❖ prepare payroll input which includes Leave report, Comp offs, over-time, Incentive, Canteen and Transport deduction and leave encashments, for Payroll calculation, and Provide to the payroll Team, Run the parallel payroll of the contractual manpower.
  - ❖ Rates and Verification of the invoices of Manpower, Insurance, Canteen travel expenses, another expenses, agreement and license checking if any applicable.
  - ❖ Arrangement of the employee medical health checkup on yearly basis.
  - ❖ Checking of PAN India statutory compliances for Rental Business (Total Manpower 1000-1200 with 3035 sites).
  - ❖ Coordinate with the contractors for the payroll, statutory compliances and ensure the timely salary disbursement and agency bills.
  - ❖ Prepare Annual payroll calendar, trackers for smooth working process like invoicing, payslip tracker, Payroll processing tracker and Statutory trackers and observe activities to meet timelines as per calendar.
- Tata blueScope Steel Pvt.Ltd** 01/07/2022 - 30/09/2023  
Attendance Administrative  
Recruitment Process:-
  - Job Analysis:- Understand role requirements and create a job description.
  - Job Posting:- Advertise the opening on various platforms.
  - Resume Screening:- Shortlist candidates based on qualifications.
  - Assessment:- Conduct initial interviews to evaluate fit.
  - In-depth Interviews:- Assess skills, culture fit, and potential.
  - Skills Testing:- Administer tests or assignments as needed.
  - Reference Checks:- Verify work history and performance.
  - Final Interviews:- Involve stakeholders and team members.
  - Decision:- Select the best-fit candidate.
  - Offer:- Extend the job offer with terms.Onboarding:-
  - Orientation:- Introduce company mission, values, policies, and culture.
  - Training:- Provide job-specific and skills training.
  - Introduction:- Introduce to team members and key colleagues.
  - Tools and Resources:- Provide access to necessary tools and resources.
  - Role Clarity:- Review job responsibilities and expectations.
  - Company Policies:- Explain policies, procedures, and guidelines.
  - Feedback:- Encourage questions and provide continuous feedback.
  - Integration:- Help new hires become part of the team and organization.Extra Activities:-  
Daily Attendance Management:-
  - Generate daily attendance records using web-based MIS software.
  - Implement biometric or facial recognition for attendance and canteen access.Joining Formalities:-

- Assist new employees with filling out necessary forms for joining.
- Collect and organize employee documents for record-keeping.

#### Employee Records Management:-

- Maintain accurate and up-to-date records for all employees.
- Handle employee data confidentiality and security.

#### ID Card Creation:-

- Create identification cards for employees.

#### Medical Insurance Enrolment:-

- Facilitate the enrolment of new employees in the company's medical insurance program.

#### Payroll Input for New Joiners:

- Provide payroll department with new employee data for salary calculation.

#### Claims Processing:-

- Manage various claims such as pre-medical checkups, household goods shifting, settlement allowance, child education allowance, etc.
- Collect and organize necessary documents for claims processing.
- Prepare claim sheets and forward them to the payroll department.

#### Document Creation:-

- Generate essential letters including appointment letters, relieving letters, service confirmation letters, bonafide Letters etc

#### Canteen and Attendance Reporting:-

- Generate reports related to canteen usage and attendance.

#### Night Shift Data Processing:-

- Gather and process data for night shift employees, forwarding it to the payroll department for accurate payment.

#### HR Policy:-

Executed HR policies Standard code of conduct

- Leave Policy
- Advance salary/ Loan Policy
- Traveling Policy
- Health & Safety Policy
- Sexual Harassment Policy (well familiar with POSH act)
- Employment termination policy

#### Employee Engagement Activities:-

- Birthday Celebration
- Festival Celebration
- Providing trainings to employee
- Event management at workplace
- Team Building Events

## Education

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| <ul style="list-style-type: none"> <li>• <b>Pune University</b><br/>Master of business administration<br/>Grade -</li> </ul> | 2021-2022 |
| <ul style="list-style-type: none"> <li>• <b>Pune University</b><br/>Bachelor of Commerce<br/>Grade - "A"</li> </ul>          | 2019-20   |

## Skills

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- Rapid and efficient learner, adept at grasping new concepts swiftly
- - Skilled in organizing and leading engaging employee engagement activities.
- - Communication skill
- - Experienced in addressing and resolving employee grievances effectively.
- - High level of proficiency in Microsoft Excel, Microsoft Office, and Microsoft Word