

SHUBHANGI ZAMBARE

Assistant Manager -Human Resource

PROFILE

Having total 10+ years of experience
Various HR fields like HR Generalist
functions, Employee Relations, Payroll
Management, Statutory Management,
Attendance Management Employee
life cycle management from
Onboarding to Off boarding, Employee
Engagement, Performance
Management, HRMIS Software etc.
Skilled in Handling various HR software,
Paywell, PeopleWorks, Keka for Payroll
(Software implementation of People works &
KEKA)
I am a Solid team player and result
oriented leader.

CONTACT

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shubhangizambare14@gmail.com

ADDRESS

Sai Exotic D Building 4th Floor, Patil
Nagar, Chikhali Pune-412114,
Maharashtra.

MARITAL STATUS

Married

EDUCATION

- Completed MBA-HR & Marketing from Solapur University in 2012 with 74.33%
- BCA from Solapur University, in 2010 with 58 %
- 12th from Maharashtra State Board in 2007 with 60%
- 10th from Maharashtra State Board in 2005 with 69%

WORK EXPERIENCE

HYT ENGINEERING CO. PVT.LTD- Assistant Manager- HR
May 2021 –Till Date

- **Payroll Processing:** - Managed and processed payroll for 500+ employees. Ensured accurate and timely payment of salaries and benefits.
- **Compliance:** - Responsible for Compliance and timely payment of PF, ESIC. Payment of Bonus act. LWF, Professional Tax, Maternity Act.
- **HR Administration:** - Managed Employees records including personal data, leaves and attendance. Managed employees onboarding, offboarding and transfer processes. Managed Monthly basic MIS report for Management.
- **Benefits Administration:** - Administered employee benefits such as health insurance, retirement plans etc.
- Responsible for Bill checking & processing of contractors (Housekeeping, Security, Cantine etc.)
- Organize employee engagement activities in all levels of organization.
- **System Administration:** - Managed Payroll software and systems including implementation and upgrades.
- **Audits and reconciliation's:** - Managed regular payroll audits and reconciliation and compliances

Took initiatives to implement employee motivation initiatives like appreciations, birthday celebrations, Business Meet etc.

- Responsible for yearly Bonus,
- Responsible for yearly Appraisals.
- Responsible for Consultancy Agreement
- Responsible for data required by management
- Responsible for yearly leave encashment
- Heading in HRMS software- Implementing the HR process
- Through HRMS, support in upgrading of existing software.

BVG India Ltd-Senior HR Executive
August 2013 - May 2021

- **Joining formalities** - Processing offer letters/ Appointment Letters, Consultancy Agreement, joining formalities including (Emp. Code new email id creation, ID card) Employee Background verification. (All region West, North, South) Maintained personal of the employees for systematic documentation.
- **Salary Processing-** Responsible for salary of 2000+ employees Preparation of Attendance Sheets, Collecting of staff attendance from HOD's, Upload Staff attendance in HRMS, Excel, Updating of Leave, deductions, allowances, Addition of New Joiner's with salary break up in excel, Update left staff in salary register, Update Hold staff for the month in salary register, Update Hold staff for the month in salary register, Preparation of Bank transfer sheets, Uploading salary on salary portal.
- **Statutory Compliances:** Generating new UAN, ESIC no of new joiner, Preparation of PF, ESIC, PT challans, Generation of ESIC No's Online, Uploading PF, ESIC challan on site before time
- **Employee Relations:** Key contributor in organizing innovative get-together/events, trek, trips for motivating employees & Active participation in retaining them – This includes periodic meetings, “Coffee with HR” - with Employees.
- **Interfacing with Management & Heads of Department** to discuss HR policies for effective management and development of human capital across the organization
- **Grievance Handling** – Ensuring prompt resolution of employee grievances to maintain cordial Management – employee relations & managing contract labours.
 - **Disciplinary Actions** - Preparing Show Cause, Charge-Sheets, Warnings and Domestic Enquiries on various types of indiscipline/misconducts under guideline of Head of Department & Legal Advisor.

SKILLS

- Payroll Management
- Statutory Compliances
- Employee Engagement
- Employee Benefits
- Attendance & Leave Management
- Performance Management
- Employee Relations
- Operations Management
- Coordination of Administrative Activities

DECLARATION:

I hereby declare that all above-mentioned statements & information are correct and true to the best of my knowledge and belief.

Yours Sincerely,

(Shubhangi Pravin Zambare)

