

Shelar Sonal Bhushan

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- A result- professional with nearly 6+ years of extensive experience in Human Resources Management.
- Current position in organization –HR Executive
- Payroll, Recruitment & F&F, Time office, Leave attendances, Create on Master in system, Administration, Contact Labor Management.

❖ **Educational Qualification:**

- MBA(HR) - From Pune University – Pursuing
- B.COM - From Pune University in 2016 with 57% marks.
- HSC - From Maharashtra State Board in 2013 with 48% marks.
- SSC -From Maharashtra State Board in 2011 with 65% marks.

❖ **Experience:**

- **Company Name:** Metalyst Forgings Ltd.
Duration: July 2023 –Till Date
Department: HR-ER & Admin
Designation: Executive - HR, ER & Admin
- **Company Name:** SDA Outsourcing Pvt. Ltd.
Duration: July-2020- June-2023
Department: HR Department
Designation: HR Assistant
- **Company Name:** Mahindra Vehicle Manufacture Ltd.
Duration: March 2017- September 2019
Department: HR-ER – Compliance
Designation: EPP, Neem Trainee

❖ **Work Experience: -**

- **Human Resource -**
 - ❑ Register new employee UAN No & ESIC No
 - ❑ Conducting / monitoring the on-boarding process of new employees and their joining formalities, induction & orientation, account opening procedure.
 - ❑ Preparing Offer; Appointment Letters and Compensation Packages also taking care of exit formalities including taking exit interviews, F&F settlement, issuing experience & relieving letter.
 - ❑ Ensuring Statutory compliances under the various labor legislation i.e. Factory act, Provident Fund act, ESIC act, Contract Labor act, Gratuity act, Bonus act and Employee (Workmen) Compensation.
 - ❑ Arranging Employee Engagement Program Open Forum, Family Visit Birthday Celebration, workmen welfare etc.
 - ❑ Rendering operational support to employees in regards to Safety, Welfare & Benefits, and Attendance & Leave Management System, etc.
 - ❑ Managing the attendance management system, leave management system and Contract Management System.
 - ❑ Responsible payroll for salary processing.

- ☐ Preparing show cause, warning, enquiry and suspension letter.

➤ **Time Office -**

- ☐ Leave card Management, Leave card updating, Data preparation On Ascent Software.
- ☐ Preparing Offer and Appointment Letters
- ☐ Conducting HR Induction Program
- ☐ Joining Formalities
- ☐ Payroll Processing
- ☐ OR & Contract Employees Attendance Verification and Salary Calculation
- ☐ Processing Monthly Salary.
- ☐ Handling Payroll Grievances
- ☐ Preparing Training Plan
- ☐ Maintain monthly PF ESIC & PT Challan.
- ☐ Maintain Corporate HR Document & updating.

➤ **Admin Responsibilities -**

- ☐ Security Management, Monitor Housekeeping, Canteen Management, Vehicle Management System & Employee Transport Management, Administration & Operations like- Facilities, Office Maintenance, Petty Cash, Stationery, and Furniture Housekeeping Management.

➤ **Compliance Department -**

- ☐ Documentation work in Compliance Department.
- ☐ Compliance Billing checking and clearing Monthly Bills.
- ☐ Contract Worker Daily Attendance reconciliation and preparation of MIS Reports.
- ☐ Contract Workers Compliance checking e.g. Wage Rate, PF, ESIC, PT, Bonus etc.
- ☐ Contract Workers gratuity Checking and documentation work.
- ☐ Contract Workers Leave with Wages document check & documentation work.
- ☐ Remittances of ESI, EPF & LWF contributions for Contract Workers.
- ☐ Maintain Contractor-wise Registers, Records and Returns.

➤ **Work Permit -**

- ☐ Visitor gate pass documentation work.
- ☐ Contractors Gate pass Documentation work and preparing daily MIS.
- ☐ Maintenance of Labor License & issuing Form V.
- ☐ Calling contractor for monthly payment status.
- ☐ LMS data check (Labor Management System).
- ☐ Obtain license for each applicable contractor.

➤ **Medical Reimbursement: -**

- ☐ Data confidentiality and centralized data backup.
- ☐ Update Medical report of employee.
- ☐ Medical bill check & passing of medical bills.
- ☐ Insurance Policy follow-up and co-ordination for employees claim.
- ☐ Updating Employee nomination details in Company records.
- ☐ Preparation of MIS. (Management Information System).

❖ **Other Qualification -**

- MS Office with 75%
 - Typing with Grade 'B'
 - Tally with Grade 'A'
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❖ **Personal Details: -**

- **Name:** Sonal Bhushan Shelar
- **Date of Birth:** 23/08/1995
- **Language Known:** Marathi, Hindi, English
- **Marital Status:** Married
- **Address:** Sr. No-76/2, Ganesh Colony No-3, Bharatmata Nagar, Dighi, Pune-411015.