

Mayur Sanjay Mane

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OBJECTIVE:

A challenging managerial position that empowers my employer to benefit from my skills and experience. That provides me an opportunity to expand my knowledge and ability. I strive to reach the continuous learning of various aspects, especially in Human Resources.

Experience Profile

PROFESSIONAL SNAPSHOT

Company & Location	Designation	Duration
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CIEL HR Services Limited.	HR Payroll Exe-Pune	Jan-2024- Till Date
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Using their experience, CIEL was born in 2015 and is now ranked among the Top 10 HR Services companies in India Organizations across industry sectors, of all sizes, have found us as a reliable partner in their growth journey. Our leaders founded Ma Foi in 1992, where they pioneered several practices in the HR industry in India. HR Payroll Exe-Pune Jan-2024- To date, CIEL Group is a holistic talent solutions provider, one destination for all your HR needs. Company and Location Designation Duration CIEL HR Services Limited

Professional Exposure

- Preparing Offer letters, Appointment Letters, and CTC structure.
- Maintaining employee engagement with site visits.
- Solve employee issues for the PF ESIC Income Tax Mediclaim
- Maintaining employee master data.
- Update & maintain personal file of each & every employee.
- Maintaining Leave Records, Comp off & OD records of the employees.
- Payroll & Salary Administration Process monthly payroll, make necessary entries of new joiners, unpaid leaves, salary advance & other deductions & coordinate with payroll consultant.
- Checking Salary Statement Bonus, Full & Final Settlement. Legal Compliances: Complete ESI/PF Formalities of newly joined employees.
- Maintaining the record of ESI/PF Challahs accordingly. Completing the formalities of PF withdrawal & Transfer of employees.
- Exit Process Preparing Full and Final Statement. Preparing Experience & Relieving Letters, closing personal file & Mediclaim E-card

PROFESSIONAL SNAPSHOT

Company & Location	Designation	Duration
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Rohan Builder India Pvt Ltd.	HR Payroll Executive - Pune	June-2023- Sept-2023
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Rohan Builders is a leading Real Estate & Industrial developer in **Pune** and **Bangalore**. **Rohan Builders** was founded in 1993; Rohan Group continues to partner with eminent corporates across various sectors like Engineering, F&B, Oil & Chemical, Warehousing, Steel, and Healthcare. The industry knows us as seasoned contractors, engineers, and constructors of large industrial complexes. Equipped for both, design & build and build-to-suit projects we have worked in 18 states of India.

PROFESSIONAL EXPOSURE

- Preparing Offer letters, Appointment Letters, and CTC structure.
- Update & maintain employee master data onboarding & personal files of each & every employee.
- Monthly Attendance and Prepare a record accordingly.
- Maintaining Leave Records, Comp off & OD records of the employees.
- Payroll & Salary Administration Process monthly payroll, make necessary entries of new joiners, unpaid leaves, salary advance & other deductions.
- Checking Salary Statement. Legal Compliances: ESI/PF Formalities of newly joined employees.
- Maintaining the record of ESI/PF Challahs accordingly. Completing the formalities of PF withdrawal & Transfer of employees.
- Exit Process Preparing Full and final statement. Preparing Experience & Relieving Letters, closing personal file

PROFESSIONAL SNAPSHOT

Company & Location	Designation	Duration
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Paysquare Constancy Pvt Ltd. HR Payroll Executive - Pune**Sept-2018- May-2023**

Paysquare Consultancy Pvt Ltd. firm was born out of payroll Management. A well-regulated and registered Designing for Payroll Management Software & Working as Tax Calculation & Form 16. I subsequently got reclassified into a regulated and governed Tax work of the Company.

Professional Exposure

- Maintaining employee master data.
- Update & maintain personal file of each & every employee.
- Payroll & Salary Administration Process monthly payroll, make necessary entries of new joiners, unpaid leaves, salary advance & other deductions & coordinate with payroll consultant.
- Checking Salary, and ESI/PF Formalities of newly joined employees.
- Maintaining the record of ESI/PF Challahs accordingly. PF withdrawal & Transfer of employees.
- Exit Process Preparing Full and final statement. Preparing Experience & Relieving Letters.
- Work on Taxation every quarter & All work on Form 16.
- Income tax, 24Q, and Form 16 related query, Able to prepare quarterly and annually 24Q workings.
- Work on investment declaration & actual proof of investment submission process.

PROFESSIONAL SNAPSHOT

Company & Location	Designation	Duration
Dilip Chhabria Design Pvt Ltd	HR Officer -Mumbai	Dec 2017 -Aug-2018

Dilip Chhabria Designing Pvt Ltd. firm was born out of the Modification & Designing of any Auto India car & Vanity Buses. In 1993, the First modified buses in vanity & then the company manufactured new car for DC Avanti. a well-regulated and registered manufacturing & design firm.

Professional Exposure

- Preparing Appointment Letters, CTC structure.
- Maintaining employee master data.
- Update & maintaining personal file of each & every employee. Attendance:
- Checking Monthly Attendance and Preparing a record accordingly.
- Payroll & Salary Administration Process monthly payroll, make necessary entries of new joiners, unpaid leaves, salary advance & other deductions & coordinate with payroll consultant.
- Checking Salary Statement Bonus, Full & Final Settlement. Legal Compliances: Complete ESI/PF Formalities of newly joined employees.

- Completing the formalities of PF withdrawal & Transfer of employees.
- Exit Process Preparing Full and final statement. Preparing Experience & Relieving Letters, closing personal fil.

PROFESSIONAL SNAPSHOT

Company & Location	Designation	Duration
Grameen Koota Financial Services	HR Executive- Pune	March 2016 – MAY 2017
Grameen Koota Financial Services Pvt. Ltd. (Grameen Koota) was born out of the need for timely and affordable credit to India's poor and low-income households. In 1999, the microfinance activities of Grameen Koota were transferred from NGO to 2007 a well-regulated and registered Non-Banking Financial Company (NBFC), which subsequently got reclassified into a regulated and governed Non-Banking Financial Company - Micro Finance Institutions (NBFC-MFI) entity by Reserve Bank of India (RBI) in 2013.		

Professional Exposure

- Conducting Interviews Involves end-to-end recruitment.
- Understanding client requirements and deciding on the recruitment strategy.
- Interacting with the delivery team regularly and prioritizing requirements as per the set SLA.
- Sourcing CVs from various channels such as Employee Referencing, and Job Portal.
- Conducting Drives, Walk-ins, and personal interviews.
- Conducting HR interviews to check the candidate's suitability for the requirements.
- Providing timely feedback to the Stakeholders on their requirements and to the candidates.
- Maintaining employee engagement with site visits.
- Solve employee issues for the PF ESIC Income Tax Mediclaim
- Maintaining employee master data.
- Update & maintain personal file of each & every employee.

Educational Profile

MBA HR & MARKETING:	-VIM Peth Sangli Islampur Sangli	Jun 2011-Dec 2014
BA GEOGRAPHY:	-YC College Islampur Sangli	Jun 2008-May2011
HSC MCVC:	-VM Jr. College Islampur Sangli	Jun 2006-Mar 2008
SSC MARATHI:	-TSKVMH School Masuchiwadi Sangli	Jun 2005-Mar 2006

Summer Internship Details:

Name of Organization: - Shri Swami Samarth Automobiles Islampur.
(Authorized Dealer Mahindra Yuvraj tractor walwa taluka)

Duration: - 02 Months

Project Title: - A Study of the potential market in Mahindra Yuvraj tractor

Technical Skills:

- Payroll Software: Precision Payroll Software, Ascent Software Darwin Box HRMIS Software
- MS Office (Word PowerPoint Excel)

Other activities:

- Participated in Debating university level competition.
- Winning of volleyball as Captain Team in annual sports.
- I have handling in batch from training Process training
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Personal Skills:

- Willingness to Learn
- Team Facilitator
- Leadership

Strength:

- Confident
- Self-motivate
- Hard working
- Adaptability

Languages Known:

- English
- Hindi
- Marathi

Personal Profile:

- Sex : Male
- Date of Birth : 28 Sept 1990
- Nationality : Indian
- Marital Status : Married
- Hobbies : Travelling, playing cricket, learning guitar.

I hereby declare the all above information is true.

Mr. Mayur Mane