

Pranjalee Cheke

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Profile Summary-

Total experience – 12 years

Dynamic and results-driven HR Professional **with over 12** years of experience **specializing in** payroll management, attendance management, onboarding, and full & final settlement (F&F). **Expertise in ensuring** statutory compliance **with** PF, ESI, Gratuity, Labour Welfare, and Bonus regulations, **Third party vendor management, along with managing** leave policies **and employee benefits. Proven track record in** grievance management **and fostering a positive work environment through** employee engagement initiatives. **Strong knowledge of** labour laws **and adept at handling complex compliance issues while ensuring smooth HR operations. Skilled in** creating and implementing HR policies, **managing** end-to-end payroll processing, **and resolving employee issues effectively, with a focus on enhancing employee satisfaction and retention.**

Experience

AVENUE SUPARMARTLTD. (D.MART) –SEPT-2015- TILL NOW

Senior HR-Operations

- Manage the attendance and payroll systems for over 350 employees, ensuring compliance and timely corrections in the Ramco & SAP system
- Lead end-to-end recruitment for managerial and non-managerial roles, including sourcing, interviewing, and on boarding through success factor tools.
- Conduct induction programs and ensure smooth integration of new employees into the organization.
- Oversee employee exit processes, conducting exit interviews and managing full & final settlements
- Prepare and distribute monthly MIS reports, including attendance, payroll, and PF/ESI reports
- Reduced new hire processing time by 15% through process optimization
- Led employee benefits program implementation, improving employee satisfaction by 10%

BIZ SECURE LABS PVT.LTD PUNE- MAY-2012-SEPT-2015

HR Executive

- Managed recruitment, employee on boarding, and performance management for the organization
- Developed and implemented an attendance management policy, reducing absenteeism by 2% month-on-month
- Oversaw payroll processing and employee queries related to compensation, leaves, and attendance
- Successfully transitioned recruitment from external agencies to in-house, saving the company 30% in recruitment costs
- Designed and launched innovative employee retention strategies, reducing attrition rates by 15%

Education

Diploma in PAYROLL

INSTITUTE- HENRY HARVIN CONSULTANCY

COMPLETED A COMPREHENSIVE PAYROLL MANAGEMENT CERTIFICATION FROM HENRY HARVIN CONSULTANCY, GAINING IN-DEPTH KNOWLEDGE AND PRACTICAL EXPERTISE IN PAYROLL PROCESSES, STATUTORY COMPLIANCE, TAX MANAGEMENT, AND HANDLING VARIOUS EMPLOYEE BENEFITS. THE COURSE EQUIPPED ME WITH THE SKILLS TO EFFICIENTLY MANAGE PAYROLL SYSTEMS, ENSURE ACCURACY IN SALARY CALCULATIONS, AND NAVIGATE COMPLEX COMPLIANCE REQUIREMENTS, INCLUDING PF, ESI, AND OTHER STATUTORY REGULATIONS.

PUNE UNIVERSITY MAHARASHTRA- 2012

MBA : HR- GPA 60%

DR.B.A.M.U AURANGABAD – 2010 BBA- GPA-65.66%

HSC 65% - 2007

SSC 76 % - 2005

INTERNSHIP DETAILS

Videocon Trend Electronics Ltd. Duration 2 months –

Key Role- Evaluated the effectiveness of compensation systems by comparing organizational and employee perceptions, and provided recommendations to optimize the system for better business outcomes and employee skill development.

ACCOMPLISHMENTS-

- Best score in Process audit for 2023-24.
- 100% pay roll accuracy month on month.
- 100% recruitment target for 20-21,23-24.

Skills & Abilities

- Recruitment & Selection
- Employee Relations & Conflict Resolution
- Payroll & Benefits Management
- Performance Appraisal & Compensation Management
- HR Strategy & Planning
- Negotiation & Influencing Skills
- Data Management
- Employee engagement
- Training programme design
- Performance appraisal systems
- **Technical IT SKILLS** -MS-OFFICE, RAMCO, SAP, Success Factor On-boarding & Exit, POWER BI

Activities and Interests

Networking, Traveling, Investment trading.