

A dedicated and results-oriented HR professional with an MBA in Systems and HR Management and over 5+ years of comprehensive experience in recruitment, induction, payroll management, compliance and benefits, training, and employee welfare/engagement activities. Adept at developing and implementing HR policies and procedures, facilitating employee onboarding, and managing general administration tasks to support organizational objectives. Proven ability to enhance workforce productivity and foster a positive workplace culture through effective HR strategies and initiatives.

## Work Experience

### HR & Payroll Assistant Manager Wren & Pecker Pvt. Ltd. Pune

From 5th May 2023 - Present

- **Payroll management / Compliance & Benefit**
- Joining formalities and Induction
- Payroll Processing
- Attendance and Leave Management
- Responsible for PF, ESIC, Bonus, Salary Slip and Other related activity.
- Process Arrear & Full and Final Settlements
- Processing the other payment of Employee like Overtime, Variable/ Incentive, Allowance, Reimbursement.
- Responsible for changes in employee data in payroll like Salary revision, change in location / designation, grade, etc.
- **Employee Engagement Activities and Grievance Handling**
- Assisting in planning and executive Employee Engagement Activities
- Clarify the Employee Grievance and various issues/queries on Leave policy, Salary Incentive and payment and other HR policies.
- Guiding employee to take benefits from ESIC and for PF withdrawals
- Coordinating with Insurance Company for GHI, GPA Claim processes and preparing necessary document

### HR Executive at B. U. Bhandari Auto Pvt. Ltd., Pune

#### Recruitment & Induction

- Sourcing and screening new candidate as per Manpower planning
- Execute Interview process
- Offer, Salary negotiation & Background verification.
- Pre Induction arrangements

From 16 Dec 2021 to 30 April 2023

- Maintaining employee data and executing HR process through HR Portal.
- Handling ITI apprenticeship recruitments, stipend payments and updating data on NCVT portal
- Preparing all HR letters and certificates
- Employee confirmation and Performance Appraisals
- Maintaining Employee Files and HR Records for Audits
- Vendor Management and Track Employee Assets.
- HR check for safety and security of workshop
- Maintaining Accidental records
- Keeping Track of Company trainings

### HR Executive at DMI Pvt. Ltd Pune

From 15 Oct 2020 to Nov 2021

### IFS Pvt Ltd

From Sep 2018 To Jan 2020

## Educational Background

- **MBA HR Management** with 67.02%,  
(BAMU Aurangabad, 2017)
- **BSci Agriculture** with 69%  
(Parbhani University, 2014)
- **HSC Sci.** with 55.83%  
(Amravati State Board, March 2009)

## Skills

### HR Portals

- HR Neeti - Internal Employee Life Cycle Portal
- Job Portals - Naukri, Indeed, Workindia, etc.
- Training Portal of Volkswagen - LMS
- PT Registration
- PF ESIC Code Allotment Letter
- HR keka, HR saagh, HR Oracle
- PT and PTRC return file

## Training

- Nominating manpower as per training requirement.
- Addition and deletion of manpower in training portal
- Keeping training records of all employees
- Processing training based increments of employees

## Highlights

- Recruitment & Selection, Joining Formalities, Induction, Training Program, Payroll Processing,
- PF, ESIC, Gratuity Calculation, General Administration, Leave Management, Bonus Calculation
- Full & Final Settlement, Grievance Solving, Preparing All Types of Letter HR MIS Excel Skill. Statutory Compliance