

Rahul Srivastava

Payroll Professional

PROFILE • ABOUT ME

HR Professional with an experience of 12+ years in Compliances & Compensation Management. Thorough experience in understanding business, including start-ups to well established corporate. Identifying gaps, planning & framing best practices to bridge the gaps or to better the processes and to gain the high productivity in the department. Key skills include HR Operations, HR Policies, Performance Management, Employee Grievances, HR Audits, Payroll administration, Statutory Compliance, Manpower Planning.

CAREER HIGHLIGHTS

- EMRI GHS : December 2021 to present.
- Mahendra Educational Pvt.Ltd : May 2019 – January 2020.
- CL Educate Limited : January 2015 - May 2019.
- PC Solutions Pvt.Ltd. : January 2014 – December 2014.
- Somany Ceramics Limited : April 2010 - January 2014.

WORK EXPERIENCE

Company Name : EMRI GHS (GVK EMRI) December'21 - Current

Title : Assistant Manager-HR

City : Lucknow **State :** Uttar Pradesh

- Complete Payroll Administration (Head Count/20000+).
- Managing HRMS employee database management.
- Staff Taxation.
- Managing PLI calculations & PMS related activities.
- Food-Card Process management.
- Attendance & Leave management.
- Ensuring a smooth separation or exit process for all resigned/attrite employees & timely full & final settlement.
- Resolving payroll related errors.
- Quarterly-audit data preparation & participation.
- CTC & other HR_Master's preparation.
- E-mail IDs creation/management.
- Online Onboarding Process of new joiners.
- Grievances' handling.

Company Name : Mahendra Educational Pvt.Ltd. May'19 – January'20

Title : Deputy Manager-HR

City : Lucknow **State :** Uttar Pradesh

- Complete Payroll Administration (Head Count/2800+).
- Attendance & Leave management.
- Staff Taxation.
- Resolving payroll related errors.
- To handle & resolve employees' salary related grievances.
- Ensure a smooth separation or exit process for all resigned employees.
- To issue relieving letters/service certificates to quit employees.
- Handling statutory compliances.
- Preparing monthly HR-MIS.

Company Name : CL Educate Limited (CL Group) January'15 – May'19

Title : Assistant Manager-HR

City : New Delhi **State :** New Delhi

- Complete Payroll Administration (Head Count/1000+).
- Staff Taxation.
- Handling retainers' monthly & weekly payments.
- Handling complete payment of visiting faculties.
- To issue appointment letter to new joiners & contracts to retainers.
- Attendance & Leave management.
- Staff monthly incentive upload/disbursement & reconciliation.
- Ensure a smooth separation or exit process for all resigned/attrite





CONTACT INFO

Phone : +91-7827739827





Email : sriva.rahul07@gmail.com

Location : Lucknow, India



SKILLS

Payroll Administration 
Taxation 
Separation Management 
Compliances 

COMPUTER PROFICIENCY

Word 2010/16 
Excel 2010/16 
Internet Explorer 
Outlook 

LANGUAGES

English 
Hindi 

PROJECTS UNDERTAKEN

Short Term Projects:

- Functioning Of HR in SIGMA SOFTWARE SOLUTION PVT.LTD. ,Pune.
- Summer Training in "SAHARA INDIA PARIWAR", LUCKNOW. On "COMPENSATION MANAGEMENT".

AWARDS RECEIVED

- 2nd prize in the essay competition by "National Science Congress" in 2002.
- Participated in the Inter college cricket tournament & company level cricket tournament.

PROFESSIONAL ACTIVITIES

- Attended a "Workshop for the Exempted and Un-exempted Establishments on Employees' Provident Fund and Miscellaneous Provisions Act 1952" in June'2013 By "National Academy for Training & Research in Social Security (NATRSS)".

employees & timely full & final settlement.

- To issue relieving letters/service certificates to quit employees.
- Liaisoning with PF/ESI Government Agencies.

Company Name : PC Solutions Pvt.Ltd.

January'14 – December'14

Title : Sr.Payroll Officer

City : New Delhi **State :** New Delhi

- Complete Payroll Administration in Saral PayPack & in SAP together-with (Head Count/500+).
- Staff monthly incentive upload/disbursement & reconciliation.
- To ensure online submission of Statutory Compliances-PF & ESI (Monthly Challans & Returns) timely.
- CLRA registers preparation & updation for complete resources.
- Manage statutory compliance related issues pertaining payroll, PF, Gratuity, Shops & Establishment Act etc.
- Staff Taxation.
- Ensure complete follow-up for GPA-GTI & Other mediclaim related issues.
- Formulate and administer Attrition mitigation strategies across Verticals.
- Ensure a smooth separation or exit process for all resigned/attrite employees.
- Liaisoning with PF/ESI Government Agencies.

Company Name : Somany Ceramics Limited

April'10 – January'14

Title : Jr.Manager-HR

City : Bahadurgarh **State :** Haryana

- Statutory Compliances like PF, ESI (Monthly Challans & Returns) etc.
- Complete Payroll Administration (Head Count/600+).
- To handle 'Adrenalin' HRIS Software.
- ESI Online Challans & Returns and registration of new employees.
- To handle PF, Pension, ESI related issues.
- Preparing CTC & HR-Masters.
- Leave-Management.
- To maintain HR-MIS, Circulars, Minutes of Meeting.
- To prepare & issue appointment letters etc.
- Complete Time-office functions.
- Manpower Planning & Controlling.
- Different HR Reports.
- To organize games and sports & different cultural activities etc.within the organization.

PROFESSIONAL QUALIFICATION

- M.P.M. (Master of Personnel Management) from S.I.M.I.R., Pune, affiliated to Pune University, Pune.
- Pursuing P.G.D.M.(Post Graduate Diploma In Management) from S.I.M.I.R., Pune, affiliated to All India Management Association, Delhi.
- B.Sc. (Bachelor of Science) from Lucknow University, Lucknow in 2005.

- Attended "Soft Skill Development Programme" in 2006 By Minochar Patel.
- Attended "Management Commando Training Programme" in 2006 which was under the Suryadatta Knowledge Management Workshop.
- Attended a workshop cum training programme on "Labour Law Compliances & Obligations of Employers" organized by "Labour Law Reporter" in November'2011.

Date:

Place:

(RAHUL SRIVASTAVA)