

Pavan Baban Jadhao

Career objective

To pursue a challenging career in field of human resource to prepare for responsibilities through self-development and personal growth so as to contribute meaningfully to progress of an organization.

EDUCATION

❖ Diploma (Labour Law's & Labour Welfare) Savitribai Phule University Pune.	57.00% May 2024
❖ MBA (Human Resource Management) Savitribai Phule University Pune.	65.88 % March 2024
❖ B.SC Sant Gadge Baba University Amravati.	74.20 % Aug 2021
❖ H.S.C. Maharashtra State Board, Pune.	67.08 % 2017
❖ S.S.C. Maharashtra State Board, Pune.	63.20 % 2014

PAYROLL COURSE

- CTC Structure Salary Making.
- Employee Joining Formalities, Onboarding, Documentation and Master Reports Preparation.
- Leave Management System in India.
- Payroll Report/Salary Register Preparation.
- LTA (Leave Travel Assistance.)
- Provident Fund (PF)
- Employee State Insurance Corporation. (ESIC)
- Professional Tax (PT)
- Labour Welfare Fund in Maharashtra.
- Full and Final Settlements & Payslip Overview.
- Bonus & Gratuity
- Income Tax & TDS.



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LANGUAGES

- Marathi
- Hindi
- English

HOBBIES

- Understanding different people and cultures
- Reading
- Listening music

Skill Highlights

- Ms - Office.
- Advance Excel.
- Typing (GCC-TBC)
- English 30/40 wpm.
- Marathi 30 wpm.

❖ **INTERNSHIP**

➤ **03 Months training from Williams Controls India Pvt. Ltd. Bhosari, Pune.**

- Specialized in the field of human resource management.
- Study of the organization with respect to its training and development.
- The methods to find on effective way of assessing the performance of the employees in the organization.
- Understanding the administration work of HR.
- Understanding the process of time keeping, wages & salary administration, accident & canteen administration etc.
- Understanding the process of time and attendance management.
- Recruitment & Selection – Handling end to end Cycle.
- Gratuity Calculations.
- Bonus Calculations.

Thank You

(Pavan B. Jadhao)