

CURRICULUM VITAE

Kamlakar Chavan

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Career Objective

I wish to pursue a satisfying career by building on my existing skillsets in HR, payroll, admin and ITES. I would like to develop professionally in my career by building on my strengths and ensuring convergence between organizational and personal goals

Work Experience

Company: PRAJ Industries (TalentPro India HR Services)

Designation: Sr. Executive Staffing Implant (October 2023 to Till Date)

Responsibilities:

- Examining the applicant's profile and selecting a few for an interview after a candidate is chosen, discuss salary negotiations with them.
- Prepare the offer letter and create the wage breakdown, then share it with the candidate.
- Verify the documents of recently hired employees and follow up with them for pending paperwork.
- Finalize the induction and onboarding procedures on the day of joining. Help them to fill up the joining kit
- Prepare the official email address and employee code for new hires together with the appointment letters.
- Create the monthly attendance sheet and distribute it to all staff members so they can complete it.
- Gather every employee's attendance sheet and ensure all employee submitted attendance on time.
- Update the payroll entry sheet with each employee's attendance, site allowance, and overtime hours.
- Share the payroll input sheet with HO for salary calculation once we obtain the salary sheet, confirm that all employees' attendance has been updated accurately.
- Give the client access to the payroll inputs sheet so they may approve it and create an invoice.
- Send the client an invoice for payment and follow up to ensure payment release. As soon as we receive payment, we release all employee salaries on schedule.
- Set up employee connect meetings to address any issues and provide assistance to all site staff.

Company Name: Eaton technology (Randstad India Pvt Ltd)

Designation: HR Executive (January 2023 to July 2023)

Responsibilities:

- Handling all the inquiries from recently hired staff and closing the tickets on the Service Now Portal.
- Make sure to resolve every Service Now ticket within the allotted time frame with the appropriate resolution.
- Daily distribute the Hiring Dashboard report to clients and stakeholders.
- Verifying the newly hired employee's paperwork and composing an offer letter in Successfactor, then forwarding it to the application.

- Before joining, ensure that all new hires completed the success factor job and are guided on how to finish it.
- Finalize the onboarding process for every new hire and draft the employment contract.
- Finalize the exit procedures in Successfactor and gather the exit interview and feedback form.
- Download and save the onboarding documentation for all new hires via Successfactor.
- Set up employee connect meetings to address any issues and provide assistance to all site staff.

Company Name: Allstate Solutions (Alleges Group)

Designation- HR Executive (September 2021 to Dec 2022)

Responsibilities:

- Distribute the onboarding invitation to newly hired employees along with their joining dates.
- Before joining, ensure that all new hires completed the success factor task and guide them how to finish it.
- Conduct a virtual onboarding call, ensure all new hires are present, and carry out an induction.
- Provide the new hires' documents to background check providers so they can be verified.
- Coordinating with the vendors on background verification for new hires, including personal, educational, and work experience information, criminal histories, and drug tests, and checking those details with them.
- Update the status of background checks and new hire paperwork on SharePoint.
- Calling all the new joiners regarding to complete the Success Factor task
- Verify the pre- and post-onboarding documents for every new hire.
- Finalize the exit procedures in Successfactor and gather the exit interview and feedback form.
- Assemble the employment contracts for each new hire and provide them together with their joining date.

Company Name- Ambika Associates

Designation: HR & Administration Executive (April 2017 to July 2020)

- Create the post regarding the requirement upload the post on job portals.
- Identification of candidates and coordinating the interview process including conducting interviews and selecting the candidates as per company's requirements.
- Vender management coordinating with the vendors and manage the company cost cutting.
- Manage the all employees' attendance & Leaves through Excel sheet.
- Managed the travelling reimbursement, office management, housekeeping department & purchasing of housekeeping equipment's.
- Obtaining client appointments and follow-up regarding the payments.

Company Name: EXL Service.Com India Pvt. Ltd

Designation: (May 2012 to February 2017)

- As a Senior Executive working for the critical insurance process (Specialist team) for one of the firm's most

esteemed client my responsibilities included the following.

- Review all funded cases processed by the new business team on being promoted to the critical QA team.
- Assisting administration activities, attendance & vendor management
- Audit the new business case which has been filled by process team
- Correct the error and apply the funds into the US market
- Update the customers details as per given documents

Educational Qualification

- Bachelor of Commerce in 2011 from Anna Saheb Magar College of Commerce, Pune,
- affiliated to Pune University,
- Higher Secondary Certificate (Standard XII) in 2006 from Dynan Prabodhini JR. College of
- Commerce, Pune, affiliated to Maharashtra Board,
- Secondary School Certificate (Standard X) in 2004 from Hadapsar Vidyalaya, Pune affiliated to Maharashtra Board

Professional Strengths

- Strong sense of responsibility and commitment towards the organizational assignment.
- Ability to work and deliver individually as well as in a team.
- Very adaptable to organizational requirements
- Excellent inter-personal and social skills
- Ready to work in rotational shifts.

Co-curricular Activities

- Participated in EXL Cricket team Champions of “Corporate tournament 2013” Participated in cricket
- Matches, organized by University of Pune.
- Participated in Honeywell Premier League cricket Match

Personal Details

- Address: Ambika Colony, Gosavi Vasty, Shankar Math, Vaiduwadi, Hadapsar Pune-13
- Languages known: English, Hindi, Marathi
- Marital Status: Married
- Date of Birth: 25th Feb 1989

Date:

Signature: