



Shirish Chavan

HR Head

PROFILE SUMMARY

To describe myself in a nutshell, I am systematic and organized; ready to take up any Challenge of life abreast with the latest trends and a team player with excellent Communication skills ,determined to carve a successful career in the industry. Review of my credentials will indicate that I am a hardworking and focused individual with relates strongly to A Post Graduate, Certified MBA - HR and Qualified Professional with 16 + Yrs of Total Experience in Human Resource Management, Manpower Planning and Budgeting, Payroll, Performance Mgmt, Talent Acquisition, Statutory Compliances, Employee life cycle mgmt, Compensation & Benefits, Organizational Growth, HR Analytic, Employee Relations & HR Strategy.

EDUCATION

2015	Ph.D/Doctorate Pune University
2000	M.Com Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad
1998	B.Com Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad
1995	XIth English
1993	Xth English

WORK EXPERIENCE

Apr 2024 - Present	HR Head Cubuilt Engineers Pvt. Ltd Handling end to end all HR & ER Gamut functions.
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PERSONAL INFORMATION

- Email
shirish.chavan@gmail.com
- Mobile
(+91) 9175357950
- Total work experience
15 Years 0 Month
- Social Link
<https://www.linkedin.com/in/shirishchavan46442b18>

KEY SKILLS

- Talent Acquisition
- payroll management
- statutory compliance
- hr matrix
- hr dashboards
- senior hr generalist activities
- induction and orientation
- joining formalities
- employee engagement
- Team Management
- employee life cycle manag
- PMS
- ER

OTHER PERSONAL DETAILS

City

Pune

Country

INDIA

LANGUAGES

- English
- Marathi
- Hindi
- sanskrit

Feb 2023 - Mar 2024

Deputy Manager - HR

PowerSun India Pvt. Ltd

Handling end to end HR Gamut functions i.e Talent acquisition, employee life cycle management , PMS, Compensation and benefits, Manpower Planning, Budgeting, MIS Reporting, Dashboard preparation, Payroll management, Statutory compliances, Payroll and HR analytics, attrition analysis, wage settlement, union handling, Training & developments, employee engagement, policy formation and Green filed exposure.

Mar 2022 - Jan 2023

Manager HR & Administration

EVTRIC MOTORS PVT. LTD

End to end all HR Gamut functions, payroll management, Statutory compliances, Grivanance,

Badve Engineering

- Handling end to end employee life cycle management at plant level.
- Recruitment, staffing & Talent Management all functions manage with team
- Monitoring Compensation & Benefits to all Plant levels
- Payroll Management from Staff, workers, Contract Labors and Apprentice
- Handling all plant level HR Management, HRBP and Statutory compliances
- Induction & Orientation, Organization announcement and employee engagement functions.
- Responsible for Manpower cost, Manpower budget and Contract labour management
- Handling all Plant Statutory compliances and various Payroll statutory compliances
- Handling end to end Payroll Management PAN India level across all the plant.
- Holds the distinction of handling end to end payroll cycle for 1000 employees on monthly basis
- Timely execution of payroll process, salary disbursements for
- Handling full and final settlement of employees, exit clearance.
- Payroll Management and monitoring for Staff, workers, Contract Labors and Apprentice
- Prepared Salary Bank File upload report on monthly basis.
- Employees Form 16 Generation, Investment declaration and reimbursement working for Income Tax calculation on monthly basis.
- Handling Employees PF, ESIC, attendance, Income tax related query on time on ESS portal as well as email.
- Good work experience to work on Payroll software's like Ascent and Grythr, PeopleSoft, Oracle HRMS.
- Handling PAN India basis Statutory Compliance such as Shop Act, Minimum wages act, Labour laws. PF, ESIC, PT, TDS, MLWF and registration for the same.
- Responsible for Manpower cost, Manpower budget and Contract labour cost management
- Managed PF withdrawal, PF Transfer for resigned/terminated associates as per government notification.
- Maintained employee's personal files and records.
- Completing joining formalities and documentation such as Application form, PF Form-2 nominations, PF Form-11 Declaration form, ESIC Form-1 declaration and nominations, Gratuity Nomination form, Confidentiality agreement, Salary account opening form etc.
- Keeping track of Traineeship, Confirmation, and Retirement etc.

Dec 2018 - Sep
2020

Senior Manager HR Operations

Executive Management Services

- Payroll Management: Took initiative in payroll automation for various reports in Payroll Systems to process payroll smoothly.
- Holds the distinction of handling end to end payroll cycle for 8000 employees on PAN india Level.
- Statutory Compliances: Guided & supported team members for monthly statutory compliance of ESI, PF, PT& MLWF half yearly challans.
- Validated all India salary elements and ensured the cap declaration for meal vouchers, Medical & HRA benefits, informed associates for income tax exemptions
- Compensation & Benefits: Promptly responding to queries on the company's HR policies, processes & systems, advising and managing stakeholder expectations to enable efficient functioning of the Operations skill-set

Mar 2015 - Aug
2018

Senior Executive HRD

Zensar Technologies Limited

- Compensation & Benefits: Responsible for entire payroll process of on roll as well as retainers, 7000 employees across locations in India
- Payroll Management : Ensured the latest industry trends and practices in pay structure/compensation and benefits
- Statutory Compliances : Successfully managed ESIC audit for the year 2015 to 2017 with No-dues certificate
- Employees Separation Process : Responsible for full and final settlement including recovery checks
- Performance Management : Executed half yearly and annually PMS process as per organization policy
- HRMS Automation: Took initiative in payroll automation for various reports in Oracle HRMS to process payroll smoothly.

May 2012 - Mar
2015

HR (Payroll) Specialist Officer

Corning Technologies

- Time Management: - Monitored attendance leaves and late entries for all staff in the daily excel sheet. Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for non-staff workers, workers, trainees & officers.
- Monthly Leave Calculation of Earned Leave, Sick Leave, and Casual Leave etc.
- Statutory Compliances: - Minimum Wages, Provident Fund, Employee State Insurance Corporation, Profession Tax, Labour Welfare Fund etc.
- Maintained PF register, ESIC register, Muster roll etc.
- Assisted in preparation of full and final settlement.
- Completing joining formalities and documentation such as Application form, PF Form-2 nominations, PF Form-11 Declaration form, ESIC Form-1 declaration and nominations, Gratuity Nomination form, Confidentiality agreement, Salary account opening form etc.
- Keeping track of Traineeship, Confirmation, and Retirement etc.
- MIS: Daily, Monthly, Quarterly & Yearly MIS reporting to corporate office through HR Dashboard.

May 2009 - May 2012

Team Leader Payroll

PaySquare Consultancy

- Compensation & Benefits: Continuously explored areas to improve work flow and streamlined processes to enhance efficiency and productivity of Payroll.
- Payroll Management : Responsible for leaves, attendance and the entire payroll/salary processing for more than 5000 employees for esteemed client of Kirloskar Oil Engines Ltd. for their seven unit across PAN India.
- Supported on tax compliance, quarterly TDS, filing e-returns using form 24Q
- Responsible for managing various components of employee CTC like reimbursements for expenses, preparing the basic framework & foundation for increments and promotions
- Ensured ad-hoc payments like bonus, performance awards, on time as per client requirements
- Resolved all payroll related issues, queries from staff/employees

Mar 2003 - May 2009

Executive HR

Bajaj Allianz General Insurance Company Ltd.

- Compensation & Benefits : Responsible for coordination with zonal HRs to consolidate payroll data, reports, statutory concerns and F & F settlements for central processing at HO
- Payroll Management : Responsible for leaves, attendance and the entire payroll/salary processing for more 8000 employees across PAN India.

COURSES & CERTIFICATIONS

- DIPLOMA IN COMPUTER SOFTWARE WITH DISTINCTION
- HRM , STATUTORY COMPLIANCE & LABOUR LAWS