

Durvesh Shailesh Ghosalkar

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CAREER OBJECTIVE

To be a successful Human Resource leader by utilizing exceptional communication, organizational, and problem-solving skills to ensure the success of the human resources department.

PROFESSIONAL EXPERIENCE

Organization : Neeyamo Enterprise Solutions Pvt. Ltd.

Designation : HR Service Manager

Duration : March- 2018 to Present

- Responsible for managing end to end HR activities from Pre-Onboarding to Exit formalities
- Payroll Administration: Responsible for monthly payroll activities (Payroll Input, Payregister validation, Bank file generation, Post payroll statutory activities) inclusive of reimbursement processing and food coupons processing for the employees
- Employee Data management: Managing the employee personal/organization data in HRIS system (SuccessFactors)
- Time & Attendance: Responsible for Time & Attendance system support
- System implementation: Managed SuccessFactors and Time & Attendance system implementation
- Payments: Setting up the salary and vendor payments for Internationals in Cambridge payment portal
- Onboarding: Managing the complete On-Boarding process and ensuring all preemployment processes and forms are completed along with the managing assets, ID card, Access card, Insurance policies for employee along with the Induction and Training
- Separation Management: Responsible for handling the separation process inclusive of letter generation, exit interviews and full and final settlement
- Document Management: Creating and maintaining all the required process documents and HR policies to smoothening the processes.
- Reporting: Generating various monthly/weekly reports from system along with the dashboards for management review
- Employee folders & Data: Maintaining the folders of all employees with personal documents

- Managing the team which is point of contact for all employees, providing guidance & advice to HR related queries & policies and maintaining 100% compliance
- Handling escalations received from Internal customer and provide a concrete solution for the queries with Root Cause Analysis (5-Why method)
- Sub-Vendor Management for International employment services
- Driving Weekly/Monthly Governance meeting with management to provide the key insights and performance of the department

Career Highlights/Achievements: -

- Calmer of Storm award for 2021-22
- Quality Pundit award for Q3 – 2022
- ACE award for Q4 – 2020
- WOW award for Q4 – 2019
- Rockstar of the Year award for 2018-19
- Six Sigma - Yellow Belt certified

EDUCATIONAL QUALIFICATIONS

Qualifications	Institution	Board/University	Year of Passing	Percentage /Grades
PGDM (HRM)	MIT School of Business, Pune	Autonomous - AICTE Approved	2018	65.40 %
Bachelor in Computer Engineering	MGM College of Engineering, Kamothe	Mumbai University	2016	7.19 CGPA
Diploma in Computer Engineering	Dr. D Y Patil Polytechnic, Nerul	M.S.B.T.E.	2013	76.32 %
XII TH	JSM College, Alibag	Maharashtra State Board	2011	58.33%

PERSONAL DOSSIER

Date of birth : 02nd September, 1993
 Marital Status : Married
 Languages Known : English, Hindi and Marathi
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