

Pawan Dasaonkar
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SUNOPSYS:

Passionate Senior HR with SAP certification and good experience and proficiency in Talent Management, Payroll, Statutory Compliance, Employee life cycle, Design and conduct Induction, L&D. **Expert in handling ERP based HRMS/HRIS tools like Ascent Payroll, Darwin Box attendance and Leave module, HR Mantra, Paywhiz Professional, Oodo HRMS and many of in-house developed ERPs.**

PROFESSIONAL EXPERTISE:

Experience of 13+ years as HRBP and a senior HR covering a spectrum of HR activities such as employee relations, performance management, advice related to policies/processes, career development, coaching, talent management and change management in a corporate MNC.

- Working knowledge of HR analytics & HRMS tools
- Strong Business acumen: Pre-empt business risks by resolving potential issues & managing trade-offs to drive sustainable business benefits
- Result Orientation: High Result and Process Orientation. Sets high targets for once area & pushes self & others for results.
- Ability to take tough decisions and implement them even against obstacles and obligations.
- Future Orientation: Can manage uncertainty, risk & complexity. Strategic and long-term thinking ability
- High Learning ability and pro-active.
- Cooperation: Good in building relations and network across the organization.
- Communication: Good communication, analytical and interpersonal skills. Good listener, team player and change agent

Tecroot3 Technologies Pvt. Ltd. (Apr'23 to till date) as Associate Director HR and Operations

- Supporting Management for the business growth by implementing unique HR strategy
 - Helping in the monthly and annually budgeting for staff and overheads
 - Implementing HR policies and programs with emphasis on the benefits and compensation areas, insuring that the organization is in full compliance with applicable laws and regulations.
 - Manage daily program operations, develop program policy/procedure, conduct program assessment and evaluation, manage fiscal administration, and participate in strategic planning
 - Partner with department managers to identify staffing needs and develop strategies for attracting, developing, and retaining top talent.
 - Administer employee benefits programs and ensure timely and accurate processing of payroll.
 - Drive employee engagement initiatives and foster a positive and inclusive work culture.
 - Collaborate with senior leadership to develop and implement HR strategies that support the overall business objectives.
- Manage employee relations, including addressing and resolving conflicts, conducting investigations, and ensuring compliance with company policies and applicable employment laws.

Coditas Solutions LLP (Jul'20 to Feb'23) as HR Manager

- Active part of management team for setting up all the HR processes and company setup
- Handling team of 8 team members including all the HR verticals
- Core person to handle all the PMS and hiring plans

- Handling Pune, Mumbai regions includes 4 office premises
- Totally handling end to end HR activities
- Successfully implemented new HR policies
- Drafted and executed HR handbook
- Smoothly implemented HRMS software along with smooth data transition
- Handling all type of audit and expertise in SOC2, ISMS, ISO
- Expertise in Company branding along with smooth Onboarding for 150+ new joiners at a time
- Hands on perfect pre and post onboarding implementation which can give delight experience to the new joiners
- Expertise in drafting and implementation of KRAs, Goals along with aligning the same to PMS
- Successfully delivering smooth payroll till the salary credits in individuals account for 900+ team members

e-Zest Solutions Ltd (Jul'19 to Mar'20) as Senior HR Business Partner

- Review HR policies and processes time to time and keep readiness for Quarterly Audits.
 - Mentor Managers and team on HR process, have close coordination with mid management to provide welcoming HR atmosphere in Organization.
 - Payroll Processing including Salary revision, bonus, arrears, leave encashment for all SBU's through Ascent software
 - Engaging with the leadership team and managing stakeholder expectations.
 - Keep Strong coordination with internal team for updates and daily routine work throughout the other Business Units.
- Monitor SLA's for any escalations and sensible resolution of employee glitches.
- Conduct HR help desk every month to address payroll and compliance related queries coming in after salary processing.
 - Monitor Employee Medical/ Group insurance policies and benefit with awareness programs
 - Support business leaders in managing capacity through analyzing the manpower planning & budgeting exercise for the assigned domain with focus on productivity and optimum utilization of manpower.
 - Review and modify training calendar on quarterly basis. Identify the training needs for existing employee to fulfill the skill gaps by doing monthly/ quarterly assessments.

Vega Innovations and Technoconsultants Pvt Ltd (Jul'18 to Jul'19) as Manager HR and Admin

- Handling Pune, Bangalore and Gurgaon operation with overall strength of employee is around 500.
- Payroll Processing including Indian and US employees
- Monthly disbursement of Incentives, Paytm food wallet, Shift allowance, Spot allowance etc
- Prepare and evaluate all HR Report through ERP
- Be the inseparable part of Management for decision making and implementation
- Keep Strong coordination with US team for updates and daily routine work.
- End to end recruitment and for IT and Non IT through various sources available
- Planning and arranging employees Overseas travel including their Passport, VISA process, Forex card tickets and accommodation with budgeting as per designed policy
- Design, Implement and revise Training programs including induction batches and followed by Assessment/Evaluation process

Sinewave Computer Services Pvt Ltd (Feb-14-Jun'18) as Team Leader HR

- Designing and implementing Manpower planning and Talent Acquisition through all possible resources (major ITes) efficient in non ITes as well
- Make sure for smooth functioning of Training batches and Orientation programs. Design and implement training programs and evaluate for its effectiveness.
- HR Report (revenue report, Attrition report, MOR etc)
- Payroll Processing including Salary revision, bonus, arrears, leave encashment,
- Design, implement and monitoring on KPI/KRA, Roles and Responsibilities. Also create awareness for the importance of these aspects in daily functioning and training need
- Analyzing and presenting report as & when required by the Management
- Handling statutory functions of ESIC, PF, PT, TDS and others. To make sure that deductions, returns are done on the statutory due dates
- Prepare and Issue various HR related letters
- Following & conducting appraisals/PMS through various method
- Take care of smooth exit relieving formalities of the employees
- To ensure the smooth operation of HR Department
- To conduct the internal ISO Audit and MRM meeting every month
- To handle the operation of all branches

SamruddhaJeevan Foods India Ltd (May-12- July-13) as Executive HR

- Preparation of offer letters, Appointment letters, and other HR related documentation
- Coordination with Training team for Induction of New Hiring Training for Orientation and Induction batches
- Take care of joining formalities and exit interview
- Coordination with payroll team to solve the salary related issues of employees
- Daily, Weekly, Monthly Attendance review through Biometrics
- To maintain leave, compensatory off records
- Employee verification and reference check
- Monthly Salary and FnF calculation
- Calculation of leaves and encashment, Monthly PF, PT, ESIC and MLWF calculation

Sparkle Services Pvt Ltd (June-11 to May-12) as Assistant HR

- Coordination for induction training of new hired employees
- Take care of joining formalities and exit formalities
- Payroll and Full and Final settlement
- Yearly and Half yearly bonus Calculation for employees
- Employee Mediclaim Policy- processing and benefits
- Deal with contract employers and solve their payroll and statutory related queries

PERSONAL INFORMATION:

- Graduation: BSC (Biotech)-2009
- Polytechnic Diploma: (DMLT) -2006
- Date of Birth: 29.05.1986