

RESUME

PAWAN JAGTAP

- Address: SR. No - 219/2, Flat No - B/201, Swagat Housing Society, Charholi Kh. Pune - 412105
 - Mobile: 9960800203
 - Email: pavan.jagtap12@gmail.com
-

CAREER OBJECTIVE:

Dedicated and results-driven HR professional with over 10 years of experience in statutory compliance, payroll, and employee engagement. Seeking to leverage my expertise in HR operations and organization development to contribute to the growth of a respected organization. Committed to continuous learning and team collaboration within a structured framework.

EDUCATIONAL QUALIFICATIONS:

- M.B.A. in Human Resource Management - 63% - Pune University, 2020
- B.C.A. (Bachelor of Computer Application) - 67% - First Class with distinction, Swami Ramanand Teerth Marathwada University, Nanded, 2010
- H.S.C (Arts) - 71% - Latur Board, 2007
- S.S.C - 68% - Latur Board, 2005

PROFESSIONAL EXPERIENCE:

Ntex Transportation Services Pvt Ltd (Aug 2017 to Present)

- Designation – Manager Legal and Compliance
- Job Responsibilities
 - A. Payroll Compliances:
 - Registrations and documentation for ESIC/PT/LWF licenses for new states.
 - Monthly data input for challan preparation and return filing.
 - Payment and filing of returns for PF/ESIC/PT/LWF.
 - Addressing employee queries related to PF, ESI, etc.
 - Preparing data for audits and resolving audit observations.
 - B. Labour Law Compliances:
 - Registrations and renewals of licenses (Shop Act/CLRA/Trade License).
 - Data input for registers and returns under various labour laws.

- Timely filing of returns and remittances.
- Audit preparation and compliance.
- C. Non-Labour Law Compliances (FSSAI):
 - Registration and renewal of FSSAI licenses.
 - Preparing data for audits and resolving audit observations.
- D. Property Onboarding & Deposit Recovery:
 - Verifying and approving property onboarding documents.
 - Handling property contract cancellations and deposit recovery.
 - Coordinating legal notices for deposit defaults.
- E. Vendor Management:
 - Managing salary and fuel proformas, invoices, and payments.
 - Ensuring timely payments to vendors and associates.
 - Resolving vendor-related issues and ensuring compliance with labour laws.

Paysquare Consultancy Ltd (Nov 2015 - Jul 2017)

- Designation - Sr. Associate - Statutory Compliance
- Job Responsibilities
 - Managing statutory compliance under various acts (e.g., PF, ESIC, PT).
 - Maintaining statutory registers and documentation.
 - Online registration and renewal of licenses.
 - Solving employee grievances related to UAN, PF, KYC, etc.
 - Conducting compliance audits for clients and maintaining records.

Modern VR Security Force Pvt. Ltd (Jan 2015 - Oct 2015)

- Designation - Sr. HR Executive
- Job Responsibilities
 - Assisting in recruitment processes and vendor management.
 - Attendance management and payroll processing.
 - Issuing access cards and maintaining employee records.
 - Handling statutory compliance and audits.

Saurabh Enterprises (June 2013 - Dec 2014)

- Designation - HR Assistant & Admin
- Job Responsibilities

- Preparing and submitting statutory compliance challans.
- Processing PF claims and handling employee queries.
- Preparing salary, wages, and bonus settlements.
- Maintaining documentation for audits and inspections.

COMPUTER LITERACY:

- MS Office: Word, Excel, PowerPoint
- Basic Internet skills
- E-mail tools: MS Outlook, Yahoo, Google

STRENGTHS:

- Quick learner with a keen interest in acquiring new knowledge.
- Positive attitude and hardworking nature

HOBBIES & INTERESTS:

- Internet surfing
- Listening to music
- Playing computer games
- Cooking

PERSONAL DETAILS:

- Marital Status: Married
- Date of Birth: 12 Feb 1989
- Nationality: Indian
- Languages Known: Marathi, Hindi, English

DECLARATION:

I hereby declare that the above details are true and correct to the best of my knowledge. I would be pleased to work in your firm.

Date:

Place: Pune

(Pawan S. Jagtap)