

Abhijeet Balkrishna Shinde

" Around 10+ years in Payroll, Labour Compliance , Salary TDS & HR & Administration , "

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|---|---|
| Current Designation: Payroll Manager  | Total Experience: 11 Year(s) 0 Month(s) |
| Current Company: VTP GROUP  | Annual Salary: Rs 10.76 Lakhs           |
| Current Location: Pune  | Expected CTC: Rs 14 Lakhs               |
| Pref. Location: Pune,Mumbai,Ahmedabad,Bengaluru   | Highest Degree: MBA/PGDM                |
| Functional Area: Human Resources  | Notice period: 1 Months                 |
| Role: Compensation & Benefits - Other   |   |
| Industry: Real Estate   |   |
| Key Skills: Payroll, Performance Management, Employee Welfare, Employee Relations, Legal, TDS Calculation, TDS Return |   |

Work Experience

VTP GROUP (Current Employer)

Payroll Manager | Nov 2018

Payroll, Legal Statutory Compliance, Statutory Returns, TDS working and Returns  
Notice Period : 1 Months

Parakh Agro Industries Ltd(Group Of Industries)

HR Executive | Oct 2016 To Nov 2018

Payroll, Legal, Disney Social Audit

Span Filtermist India Pvt Ltd

HR & Admin | Jun 2012 To Sep 2016

? Recruitment and Selection 1. Managing complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Induction of new entrants to familiarize them with company culture, values, policies, processes and assist them in understanding their roles and responsibilities. 2. Recruitment of temporary workers, their training and deployment to various departments. 3. Oversee and co ordinate with the managers on headcount plans to drive promotions, transfers and attrition. ? Training 1. Preparing of training budget & approving by Management. 2. Planning of training or induction program to new recruited. 3. Identify training needs by discussions with H.O.D. 4. Formulating training budget calendar according to Business plans. ? H.R. Management 1. Formulation & implementation of H.R. Policies and Practices. 2. Monitoring on enhancing employees morale & Motivations. 3. Implementation of welfare schemes & Organizing get together. 4. Implementation of Employee satisfaction survey. 5. Monitoring on employee retention & growth. 6. Separation formalities & exit interview & feedback of leaving employees. ? Payroll 1. Monthly payroll administration with compliance to all statutory requirements. 2. Maintain and track absenteeism, attendance monitoring and Entry/Exit recordkeeping. 3. Responsible for error free salary processing, Monthly salary audit with accounts department. 4. Timely generation of salary musters and Issuing pay slip to employees. ? General Office Administration 1. Monitoring on Security & their daily manpower reports. 2. Monitoring on Labour Contractors & give them instructions as per requirements. 3. Monitoring on Housekeeping , canteen & Drinking water to each department. 4. Monitoring on use of Xerox, Fax, Telephone & EPABX System. 5. Daily Inward & Outward of Couriers. 6. Keeping leave records & gate pass records. 7. Keeping record of personal work daily & Reporting to Superiors. ? Industrial Relations. 1. Maintaining & Creating Harmonious & healthy Industrial Relations. 2. Mostly use of counseling to solve minor problems. 3. Disciplinary Actions- Issuing show-cause notice, Charge sheet & conducting domestic enquiries, punishments looking at employee's previous record. 4. Meeting Interaction with local Political leaders, Govt. authorities & Influential people. ? Statutory & Lessoning 1. Compliance of statutory returns like P.F. Yearly/monthly. 2. Factory Inspector yearly returns as well as E.S.I. Returns. 3. Statutory compliance of Labour Contract-Preparation of agreements. 4. Lessoning with M.S.E.B., M.I.D.C. 5. Maintaining all Legal Records. ? I.T. 1. Tally ERP System implementation 2. Administration & Management of all Computers, Laptops & Servers. 3. Software Installations, Support & Help-desk for Users, troubleshooting, routine checks, 4. Training to new comers in the basic of the system , windows , outlook, intranet,

Education

Post Graduates ( Others )  
**MBA/PGDM (HR/Industrial Relations)**  
JSPM's JSIMR Hadapasar | in 2018

Undergraduates ( Others )  
**BCA (Computers)**  
Tilak maharashtra univercity ,pune | in 2011

IT Skills

| Skill Name             | Version | Last Used | Experience       |
|------------------------|---------|-----------|------------------|
| Payroll                |         | -1        | 7 Years 4 Months |
| SALARY TDS CALCULATION |         | 2022      | 8 Years          |
| TDS Return             |         | -1        | 7 Years 4 Months |
| Payroll Software       | Saral   | 2019      | 2 Years 1 Month  |

Language Known

| Language | Proficiency | Read | Write | Speak |
|----------|-------------|------|-------|-------|
| english  | Expert      | Yes  | Yes   | Yes   |
| hindi    | Expert      | Yes  | Yes   | Yes   |
| marathi  | Expert      | Yes  | Yes   | Yes   |

Projects

No Projects Added

Other Details

Personal Detail

Date of Birth: 26 Jan 1991  
Gender: Male  
Marital Status: Married  
  
**Address:**  
abshinde5393@gmail.com 411028  
Home Town: Pune

Desired Job Details

Job Type: Permanent  
Employment Status: Full Time

Work Authorization

US Work Status: Not Mentioned  
Countries: India

Affirmative Action

Category: General  
Physically Challenged: No