

RESUME

MR. DHIRAJ ARUN PAWAR

+91 9730521382

@ dhirajpawar0153@gmail.com

[linkedin.com/in/dhiraj-pawar-00b00b1b9](https://www.linkedin.com/in/dhiraj-pawar-00b00b1b9)

Carrier Objective:

Human Resources functions with 3 years of experience assisting with and fulfilling organizational staffing needs and requirements. Aiming to use my dynamic communication and organizational skills to achieve your HR initiatives.

Synopsis:

A dynamic professional with 3 years of experience in HRM broadly in Manpower Management, Team Leadership, Personal Management, Compliance Auditing, Statutory and Legal Compliances, Payroll Management, Employee & Industrial relation and Contract Labour Management.

Professional Work Experience:

Currently I was working with **Healthledger Diagnostics Pvt Ltd** (Kalyani Nagar) as **Sr. Executive (Payroll & Compliance)** from Oct 2023 to Sept 2024.

13 months worked for **Bajaj Auto Ltd** (Akurdi) with **Lakshanstha Business Services** and **Quess Corp Ltd** as **Executive HR (Compliance Officer)** from Sept 2022 to Sept 2023.

9 months worked for **John Deere India Pvt. Ltd.** (Sanaswadi) with **Quess Corp Ltd** as **IR Executive** from Nov 2021 to Aug 2022.

Induction & Orientation:

- Orienting the new employee's with-Company background.
- Organization structure, HR policies and benefits, code of conduct and working pattern.
- Handling employees joining formalities and conducting induction programs for new-employees.
- Responsible for employee database management.
- Completing documentation & joining formalities.
- Issuing ID Cards, Employee number, ESIC Card, UAN Card, etc.
- Time & leave management.
- Issuing Offer Letter, Appointment Letters.

Payroll Management:

- Providing Payroll inputs such as Shift, Site allowances.
- Loss of Pay, etc. to the payroll process.
- Handling queries of employees on issues related to Payroll.
- Data Entry in Payroll.
- Payroll Calculations as per Minimum Wages.

Payroll & Time Office:

- Compile all Employees Attendance.
- Maintain leave records.
- Releasing the monthly salary slips.
- Salary processing and ensuring timely payment of salaries.
- Handling queries from all the Associates regarding Salary.
- Adjustment of Various types of deductions.

Statutory Compliances:

- Maintaining registers i.e., Muster cum Wage, Bonus, Leave, O.T., Accident, Maternity Benefits Register, Deduction for Damages & Loss, Advance, Employment Cards.
- Preparing salary structure as per Minimum Wage Act
- Attending the monthly audit at client site and produce the documents as per rules & Requirements.
- Payment of Labour Welfare Fund twice in a year.

Statutory Records Keeping:

- To Maintain Muster Roll
- To Maintain Leave Register.
- To Maintain & Prepare Bonus Register.
- Monthly PF Submission.
- Monthly ESIC Submission
- Various types of Govt. returns such as Employment exchange return, MLWF.

Statutory Compliance:

- Monthly uploading ECR & PF Challan, Employment Exchange Quarterly Return, MLWF Return, and Monthly PT Deduction.
- PF, Bonus, Factories Act & Other HR Related Laws.
- Maintaining Statutory Compliance records.
- Attending Monthly, Quarterly, Half yearly and yearly Statutory and legal audits.

Employee Relations:

- This role includes maintaining a good relationship with all the employees.
- In case employees are facing some problem, helping them out and counseling them.
- If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level, then escalating the matter to next level.

Vendor Management:

Handling deferent types of vendors like Manpower supplier, Stationery supplier, Housekeeping Material suppliers, Bus, and canteen Management. Supplier bills cross checking and sending to Accounts department. Contractual Manpower management handling on daily basis.

Academic Qualification:

Degree	Institute/University	Specialization	Year of passing	Division
MLS	LNML MILS, Parel, Mumbai	Human Resources	2021	76.87%
B. Sc.	North Maharashtra University, Jalgaon.	Physics	2019	65.22%
H.S.C.	NYNC College, Chalisgaon	-	2014	52.46%
S.S.C.	Tatyasaheb Samant High School, Chalisgaon	-	2012	68.17%

Skills:

- + Positive Attitude
- + Effective Communication
- + Leadership
- + Initiative Taking

Technical Skills:

- + Internet Applications
- + MS Office

Personal Details:

1. Name : - Dhiraj Arun Pawar
2. Father's Name : - Arun Pawar
3. Date of Birth : - 15th Nov 1996
4. Gender : - Male
5. Marital status : - Un-Married.
6. Permanent Address : - At – Karanjgaon, Post – Talegaon,
Tal – Chalisgaon, Dist – Jalgaon, 424108.
7. Present Address : - Sr. No. 47, Kanhaiyya Niwas, Chavan Nagar,
Chandan Nagar, Kharadi Road, Pune, 411014.

Declaration:

I hereby affirm that the above information is true to the best of my knowledge and understanding.

Place:**Date:**

Dhiraj Arun Pawar