

Human Resource Professional

Vishvajit Chungadi



About Me



7+ Years' Experience



1987



Hadapsar, Pune



+91 8408077225



vishvajit29@gmail.com



Education

Masters, Human Resource Management (Full Time).

Graduated, 2012

Shivaji University -

Score 60%

Kolhapur, Maharashtra.

Bachelors, B.A. English Literature

Graduated 2008

Shivaji University

Score 56%

Kolhapur, Maharashtra



Career Highlights

As an HR professional (Manufacturing, Service Industry and Operations background) with leadership passion for data based and practical decision making.

Experienced HR Operations with a strong track record of strategically leading and performing day-to-day HR operations. Proficient in employee relations, recruitment, statutory compliance, payroll management.



Skills

- Recruitment and Retention
- Induction and Onboarding
- Training and Development
- Contract Labour Mgmt.
- Vendor Audit
- Payroll and Benefits
- Statutory Compliance
- Employee Relations
- Attendance Mgmt.
- Employee Engagement
- HRMS
- Employee Welfare
- Administration



Awards & Achievements

- Received "STAR Award" for Vendor Audit Streamline.
- Received Best Employee Award for Documentation and Record Keeping



Work Experience

March ' 2023 – August' 2023

Bajaj Allianz Life Insurance Company Ltd. (Pune)

Assistant Manager HR

Sept' 2019 – Feb' 2023

Teamlease Services Ltd. (Pune)

HR Executive

July' 2018 – June' 2019

Ericsson India Pvt. Ltd. (Third Party Payroll - Pune)

HR Executive

Nov '2016 – Dec' 2017

Genius Consultants Ltd. (Pune)

Sr.HR Executive

April ' 2015 – May' 2016

Unilever India Export Ltd. (Third Party Payroll - Pune)

HR Executive

➤ **Recruitment and Induction :**

Responsible for Budgeting of yearly headcount. Screening, shortlisting, arranging L1 and L2 level interview and final negotiation with candidate. Timely Closure of vacancies from the date of requisition including contract labour and staff, Preparing Induction plan for new joiners and ensuring of smooth execution.

➤ **Employee Onboarding :**

Organize and facilitate onboarding events. Facilitate the completion of new hire paperwork. Provide guidance and support to new hires.

➤ **Training and Development :**

Responsible for Training Need Identification. Preparing annual training calendar and its execution. Trainer for all on-roll and off-roll for new joiners. Analysis of Training feedback and recommendations to the higher authority for the improvements.

➤ **Payroll Management:**

Managed Payroll process from attendance to final payment. Maintains payroll information - SPOC for any payroll queries. Coordination and management of entire payroll function. Manage and supervise direct reports within the Payroll Team. Assist with administering payrolls (month end consolidation and processing support as required). checking and auditing of all payrolls, ensuring legislative compliance. Responsible for all salary components. Submitting monthly Provision figures with regards to employees' salaries to Finance team.

➤ **Statutory Compliance:**

Ensuring lawful stand while executing all Government statutory laws and Compliances. Conduct and attend compliance Audits Monthly/Quarterly and Annually, Internal Audit, External Audit, EPF Audits, Notice closing. EPF, ESIC, PT, MLWF, CLRA, Shop and Establishment New Registrations /Licenses, monthly, yearly compliance & return generation and submission. Maintaining Statutory Records and Registers under various statutory provisions. Conduction of Vendor audit and advise on statutory requirements .

(Resume - Vishvajit Chungadi)

➤ **Employee Engagement and Motivation:**

Preparing of Annual Engagement Activity calendar and it's execution. Rolling out employee engagement initiatives that will involve all employees. Survey results for effective Execution of Engagement Activities.

➤ **Policies & Procedures:**

Preparing and rolling out new HR Policy documents. Responsible for implementation of new HR Policies and processes at the region. Responsible for revision and timely communication of all the HR Policies.

➤ **HR Helpdesk:**

Responsible for conducting HR helpdesk for employees. Responsible for conducting HR helpdesk on call for all other field offices-based employees. Maintaining Tracker of attendance and queries raised by the employees. Documenting feedback received by the attended employees.

➤ **Attendance and Leave Management System :**

Keep track on attendance record on a regularly basis. Processing of Accurate Overtime hours & amount pay-out. Leaves management – maintain leave database in accordance with salary processing. Following controls related to attendance & pay-out.

➤ **Administration :**

Procurement of Office Stationery, Machines, Equipment, Packing Materials, etc. Security and housekeeping management.

➤ **MIS Reporting :**

Preparing and circulating Monthly Temporary Staff data . Consolidating and circulating Monthly HR Dashboard. Preparing & maintaining monthly, quarterly, bi-annual and annual headcount, man days and hour worked reports. Submission of monthly attendance report leave update report, late coming report, salary details, new Joining and left employees' details and salary pay-out. Maintaining report of retiral forms submission. Maintaining the Separation Tracker for separated employees.



Computer Proficiency

- Microsoft office tools like Word, Excel and Power Point. Aware about Excel formula function with respect to required HR Activities.
- HRMS Systems.



Personal Details

Father's Name: Dundapa Chungadi
Birthday: 1987
Gender: Male
Current Address: Hadapsar, Pune

Marital Status: Married
Nationality: Indian
Permanent Address – Kolhapur, Maharashtra

I do believe that the above information is correct to the best of my knowledge and belief.

Place:

Signature

Date:

Vishvajit Chungadi