



Imran Hussain Shaikh

H No 567, Near Concrete India Company, Bhairavnath, Kusgaon, Lonavala, Pune-410401.

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

01/03/2018 - 30/03/2020	Global Management Services Statutory Compliance Consultant Preparation of Salary sheets as per minimum wages law, Payslips, Attendance, PF, ESIC, PT & MLWF challan preparation and submission, Labour Annual returns, Employees PF KYC, Transfer, Withdrawal, FNF.
01/04/2020 - 30/04/2022	Shree Balaji Construction Statutory Compliance Consultant & Site Supervisor Preparation of Salary sheets as per minimum wages law, Payslips, Attendance, PF, ESIC, PT & MLWF challan preparation and submission, Labour Annual returns, Employees PF KYC, Transfer, Withdrawal, FNF.
01/05/2022 - 30/03/2024	Tejas Consultancy Services Statutory Compliance Consultant Preparation of Salary sheets as per minimum wages law, Payslips, Attendance, PF, ESIC, PT & MLWF challan preparation and submission, Labour Annual returns, Employees PF KYC, Transfer, Withdrawal, FNF.

Education

2017	Sinhgad Institutes MBA (HRM) as Specialisation B+
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Skills

- Excellent Communication Skills Employee Relations Management Quick Learner Team Building Skills

Languages

- English, Hindi, Marathi.

Personal Details

- Date of Birth : 02/09/1992
- Marital Status : Married
- Nationality : Indian
- Gender : Male