

Tajeshkumar Jadhav

Senior HRBP

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Profile

Human Resources professional with 7.5 years of experience in managing a full spectrum of HR functions, including payroll, statutory compliance, talent acquisition, employee relations, performance management, and organizational development. Proven expertise in designing and implementing strategic HR initiatives that align with business goals to foster a positive work environment and drive employee engagement.

Professional Experience

09/2022 – Present

Senior HRBP, BVG India Limited

Payroll

- Managed end-to-end payroll processing for Head Office staff and group companies, overseeing a total headcount of 3,000 employees.
- Prepared consultant payments and ensured timely processing for final payouts.
- Implemented, maintained, and reviewed payroll systems to ensure accurate and timely processing of salaries, benefits, garnishments, taxes, and other deductions.
- Ensured accurate and timely updates to payroll records, including new hires, terminations, and pay rate changes.
- Prepared and maintained accurate records and reports of payroll transactions.
- Addressed and resolved queries related to payroll, taxation, and statutory compliance.

Statutory Compliance

- Held end-to-end responsibility for ensuring the company's compliance with regulations across all locations within India.
- Managed timely remittance of statutory dues, including ESI, PF, LWF, and other applicable obligations.
- Acted as the lead for compliance audits conducted by internal and external auditors, ensuring timely resolution of observations.
- Managed and maintained records, including Challans, Returns, Registers, Display of Notices, Licenses, and Registrations, on a regular basis.

SAP SuccessFactors Implementation

- Configured and customized the SuccessFactors Employee Central module based on HR and business requirements.
- Managed requirement gathering, documentation, and delivery of tailored solutions.
- Implemented and maintained data models, including configuring MDF Objects,
- Workflows, Business Rules, Picklist Center, Design Documents, Data Conversion, and Reporting.
- Ensured data accuracy within Employee Central by overseeing data imports, exports, and integrations with other HR systems.

10/2021 –
09/2022

Senior Associate - Payroll, Paysquare Consultancy Limited

Payroll

- Attended client meetings and provided detailed status reports to the SPOC and management.
- Managed the payroll process for 13 clients, ensuring timely delivery with 100% accuracy.
- Established and maintained employee payroll records, ensuring compliance with company policies and regulations.
- Compiled payroll data and prepared reports for management, auditors, and other stakeholders.
- Addressed and resolved payroll-related issues and queries from employees and superiors.
- Independently coordinated and communicated with internal teams, hiring managers, and external stakeholders as required.

Training & Development

- Designed and expanded training and development programs to address organizational and individual needs.
- Developed and conducted effective induction programs for new staff, ensuring seamless onboarding.
- Delivered training sessions on statutory compliance to enhance employee understanding and adherence.
- Provided training on in-house SAP payroll management software to both new and existing employees, ensuring operational efficiency.

02/2018 –
09/2021

HR Generalist, KRC Industries Ltd

Recruitments:

- Managed the end-to-end recruitment cycle, including sourcing resumes through job portals, referrals, consultants, and social media.
- Conducted initial interviews and participated in final interviews alongside management.
- Negotiated salaries with selected candidates and prepared offer letters.
- Performed background checks for selected candidates to ensure compliance.
- Facilitated onboarding for new hires and conducted induction programs to ensure smooth integration into the organization.

Payroll:

- Prepared monthly leave and attendance sheets for all employees.
- Calculated overtime for machine operators to ensure accurate payroll processing.
- Compiled and processed payroll sheets based on leave, attendance, and overtime data.
- Managed statutory salary-related payments, including preparation and submission of PF, ESIC, and Professional Tax challans on respective portals each month.

08/2017 – 01/2018

MDR Compliance Intern, Tata Elxsi Ltd

- Gained hands-on experience in integrated product design and regulatory compliance within the medical devices domain.
- Performed Product Risk Analysis (PRA) to ensure product safety and compliance.
- Utilized SAP to retrieve and manage Device Master File (DMF) for medical equipment.
- Conducted device drawings analysis for PRA and End-of-Life (EOL) assessment.
- Supervised and trained team members on creating and managing technical documentation.

- Played a key role in developing technical documentation to ensure compliance with EU Medical Device Regulation (MDR) 2017/745.

Education

01/2021 – 03/2023	MBA-HR, NMIMS-Mumbai	Mumbai
05/2013 – 06/2017	B.E Mechanical, SPPU	Pune

Skills

Payroll Management

Statutory Compliance

Human Resource Management

Training & Development

SuccessFactors Employee Central

Languages

English | Hindi | Marathi

Awards

25/02/2022	Certificate of Recognition, Paysquare Consultancy Ltd For taking an initiative to complete the back dated month of 8 live clients and streamline those accounts. Took the additional responsibility of other activities in team. Good team player & Attentive Learner.
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Interests

Basketball, Music, Teaching

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Tajeshkumar Jadhav
Pune