

RUSHIKESH R MAHAJAN

Senior HR Officer

Experienced, Detail-oriented professional targeting assignments in Managerial Roles (HR)
with an esteemed organization, across Pan India

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Profile Summary

- ❖ **Possessing over 16 years of experience** in HR functions within diverse industries, showcasing expertise in payroll, HR operations, and MIS maintenance
- ❖ Currently spearheading payroll operations at Symbiosis Open Education Society, **ensuring accurate processing for 470 employees, including resolving payment discrepancies**
- ❖ Exercising leadership over the recruiting department; **managing the full-cycle recruitment functions** within the organization like sourcing, pre-screening, interviewing, pre-employing assessments, background check process, new employee orientation, and on-boarding
- ❖ **Supervising end-to-end payroll processing**, including attendance management, calculating wages, salaries, overtime, bonuses, and other compensation components
- ❖ Excelled in designing & evaluating career paths, **leading HR functions and crafting strategies** that meet business goals and transform organization into a modern, productive and inclusive workspace
- ❖ Developing and implementing programs designed to achieve strategic, business, and operational goals; and advised senior leadership on matters that include **talent management, performance management, strategic planning, capability building, staffing, succession planning & employee grievances**
- ❖ **Driving Employee Engagement initiatives**, team building activities, rewards & recognition programs, and organizing events for employees
- ❖ Strong track record of **reducing hiring costs, improving retention** rates, expanding diversity hiring, and meeting corporate staffing goals
- ❖ **Ensuring all backend HR Operational processes are managed efficiently** in terms of TAT, accuracy, frequency & compliance leading to seamless service delivery
- ❖ Showcasing a strong foundation in HR analytics, adept at **generating variance reports, management reports, and analyzing attrition rates**
- ❖ Recent achievements include **leading ERP implementations** at Yashasvi Academy and Srinivas, streamlining HR processes and enhancing operational efficiency
- ❖ Well-versed in **managing post-recruitment activities, employee onboarding, issuing appointment letters, and conducting exit interviews**
- ❖ **Proficient in managing & leading teams** for running successful process operations and experience of developing procedures & service standards for business excellence



Core Competencies

HR Strategies & Operations

Employee Engagement & Retention

Training & Development

Payroll & Compensation Management

Performance Management

Leave & Attendance Management

Talent Acquisition & Retention

HR Analytics & Reporting

HR Policies & Procedures



Soft Skills

Leadership & Delegation

Team Management

Communicator & Good Listener

Analytical & Problem-solving

Decision Making



Education

- ❖ B.Com. from Pune University



Personal Details

- ❖ **Date of Birth:** 17th February 1982
- ❖ **Languages Known:** English, Hindi & Marathi
- ❖ **Address:** Pune, India



Career Timeline (Last 5 Organizations)



Work Experience

Symbiosis Open Education Society, Pune (Aug'23-Present)

Designation: Sr. HR Officer (Payroll & Compliance)

Key Result Areas:

- ❖ Spearheading the payroll department, ensuring seamless payroll operations for a large workforce
- ❖ Managing end-to-end payroll processing, including calculation of overtime, incentives, and bonuses
- ❖ Devising and implementing HR policies to enhance internal customer satisfaction within the organization
- ❖ Spearheading the development of talent management strategies, encompassing workforce planning, employee onboarding, induction processes and succession planning
- ❖ Conducting comprehensive induction programs to familiarize new employees with company policies and procedures
- ❖ Designing and implementing an Employee Engagement Calendar to enhance workplace satisfaction
- ❖ Overseeing the resolution of payment discrepancies for 470 employees
- ❖ Managing full and final settlement processes accurately and in a timely manner
- ❖ Updating and maintaining the employee master database with precision
- ❖ Ensuring compliance with statutory payments and returns, such as PF, ESI, PT, MLWF, and Labor License
- ❖ Collaborating with cross-functional teams to streamline payroll processes and enhance efficiency
- ❖ Conducting regular audits to validate payroll data accuracy

Yashaswi Academy for Skills, Pune (Apr'22-Aug'23)

Designation: HR Manager (Payroll & Compliance)

Key Result Areas:

- ❖ Led the payroll department, oversaw end-to-end payroll processes for a large workforce
- ❖ Managed employee master databases and ensured accurate payroll calculations
- ❖ Resolved payment issues for 1200 employees, showcasing strong problem-solving skills
- ❖ Exhibited expertise in calculating overtime, incentives, bonuses, and other related payments
- ❖ Managed full and final settlement processes with precision and timeliness
- ❖ Oversaw variance reports, database maintenance & management reports to drive data-driven decision-making processes
- ❖ Managed attrition reports, manpower count analysis, and monthly CTC reports for accurate HR insights
- ❖ Spearheaded the generation of budget vs actual manpower reports to ensure financial alignment
- ❖ Implemented process improvements resulting in enhanced efficiency and accuracy in HR analytics
- ❖ Collaborated with stakeholders to provide strategic HR insights for organizational growth
- ❖ Managed end-to-end HR operations including post-recruitment cycle, employee onboarding & issued appointment letters
- ❖ Conducted employee exit interviews and efficiently handled leave and attendance management
- ❖ Facilitated employer inductions and maintained positive relationships with stakeholders
- ❖ Streamlined processes for issuing confirmation, increment, and promotion letters, ensured timely communication
- ❖ Ensured seamless HR operations by effectively handling employee queries and concerns

MPTA Educations, Pune (Jan'19-Jan'22)

Designation: HR Manager (Payroll)

Key Result Areas:

- ❖ Spearheaded the payroll department with a team of 13 members, ensured seamless operations
- ❖ Oversaw payroll processing for 17000 employees across 300+ companies with a focus on accuracy
- ❖ Managed calculations for overtime, incentives, bonuses, and other related payments
- ❖ Ensured timely processing of full and final settlements for departing employees
- ❖ Managed statutory payments and returns such as PF, ESI, PT, MLWF, and Labor License compliance
- ❖ Updated and maintained the employee master database for accurate record-keeping
- ❖ Managed post-recruitment activities to ensure a smooth transition for new hires
- ❖ Conducted employee onboarding processes and facilitating employer inductions
- ❖ Issued appointment letters and ensuring all necessary documentation is completed
- ❖ Collaborated with various departments to streamline HR operational processes

Sterling Holiday Resorts Ltd. (subsidiary of Thomas Cook), Pune (May'12-Dec'18)
Growth Path:

Designation: Marketing Manager (Oct'16-Dec'18)

Key Result Areas:

- ❖ Oversaw branch marketing activities to ensure strategic implementation and alignment with organizational goals
- ❖ Managed vendor relationships for alliance campaigns, including negotiation and contract management
- ❖ Implemented lead generation strategies from diverse channels to drive sales growth
- ❖ Coordinated daily with the sales team to assess lead quality and gather campaign feedback
- ❖ Established successful partnerships with major brands for collaborative marketing initiatives
- ❖ Analyzed campaign performance to calculate ROI and optimize marketing spend
- ❖ Monitored campaign costs and ensuring adherence to cost per sale (CPS) targets
- ❖ Conducted market research to identify trends and opportunities for marketing optimization

Designation: Sr. Executive (May'12-Sep'16)

Key Result Areas:

- ❖ Managed end-to-end HR operations, including post-recruitment processes and employee lifecycle management
- ❖ Conducted employee onboarding sessions to ensure a smooth transition into the organization
- ❖ Issued appointment letters and facilitated employer inductions for new hires
- ❖ Oversaw employee exit interviews and implemented feedback for organizational improvement
- ❖ Managed leave management processes and ensured accurate attendance tracking
- ❖ Streamlined payroll processes and provided inputs to the Head Office for salary generation

Talent Fusion (Pure HRC), Pune (Feb'08-Apr'12)

Designation: Sr. HR Generalist

Key Result Areas:

- ❖ Oversaw end-to-end payroll operations for a large employee base, ensured accuracy and compliance
- ❖ Managed the resolution of payment issues for 275 employees, maintained 100% accuracy
- ❖ Updated and maintained the employee master database to reflect current information
- ❖ Calculated incentives and process full and final settlements in a timely manner
- ❖ Ensured compliance with all payroll regulations and company policies
- ❖ Collaborated with finance and HR teams to streamline payroll processes
- ❖ Conducted regular audits to identify and rectify discrepancies in payroll data
- ❖ Provided training to new employees on payroll processes and systems



Previous Work Experience

- ❖ **Bajaj Allianz Life Insurance Co. Ltd., Pune (Sep'05-Feb'08) as a Customer Support Executive**
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