

RESUME

Isak Pathan

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OBJECTIVE

To develop & establish my career by utilizing my skills & abilities with an organization that offers professional growth

Strengths:-

- 1) Dedication towards work and ability to work within deadlines.
- 2) Ability to interface with a diverse group of people and levels.
- 3) A good Team Member and desire towards gaining new skills.

EDUCATION QUALIFICATIONS

Course	Passing Year	Class	Board/University	Percentage (%)
M.B.A.	April - 2021	Distinctions	Pune University	70.94%
M.Com	May - 2013	1 st Class	Pune University	66.18%
B.Com	April - 2010	1 st Class	Pune University	65.85%
H.S.C	Feb - 2007	1 st Class	Pune Board	75.50%
S.S.C	March - 2005	2 nd Class	Pune Board	58.53%

1.

CORE COMPETENCIES

- General HR Activity
- Payroll Operations
- Statutory Compliances- PF, ESIC, Labour Law
- Vendor Statutory Audit
- Recruitment and Selection
- Quotations as per Minimum Wages
- Client satisfaction
- HR Administration
- Recordkeeping & MIS
- Training & Development
- Full & Final Settlement
- Minimum Wages Revision

WORK EXPERIENCE

1. **Company** : SIS LIMITED- Pune as a Sr. Compliance Executive.
Duration : From Dec -2022 to Till Date.
2. **Company** : G4S Secure Solutions (I) Pvt. Ltd- Pune as a BR HR Lead.
Duration : From Feb -2019 to Nov-2022.
3. **Company** : Savali Management Consultancy Pvt. Ltd- Shivajinagar, Pune as a HR Executive.
Duration : From Feb -2017 to Jan 2019.
4. **Company** : Evolve Technologies and Services Pvt. Ltd – Bhosari, Pune as a Admin Executive.
Duration : From Jan -2015 to Jan 2017.

- 5. Company : Eagle Industrial Services Pvt. Ltd - Chinchwad- Pune as a Admin Officer.**
Duration : From Aug -2014 to Jan- 2015.

Job Responsibility Handled

- ❖ Manpower planning as per requirement, End to end Recruitment and Selection Process, Job Posting and Interview Scheduling.
- ❖ Handling End to end payroll activities. Define the payroll Process, Handling Payroll for 2000+ Employee
- ❖ Preparation of Vendor Statutory compliance audit document, Upload Online Documents on Simpliance Portal, UCS Portal, Close statutory Audit Non compliance points.
- ❖ Security Guard board Exemption Process.
- ❖ Knowledge of PF, ESIC, PT, Gratuity and Bonus, Minimum Wages.
- ❖ To maintain the Attendance, Leave Records, Personal files & monthly records.
- ❖ To calculate leave payment & bonus calculations under government rules.
- ❖ Taking care of joining formalities of the Employees.
- ❖ Taking care of exit formalities of the employees.
- ❖ Employee's full & final settlement. Bonus & Gratuity Payment, PF ESIC Death Claim Settlement.
- ❖ Arrange trainings, camps for employees.
- ❖ Employee Engagement Activity, Birthdays & anniversaries celebrations.
- ❖ Maintaining and updating employee personal files.
- ❖ Preparation of Salary Structure, Offer Letter, Appointment Letter, Confirmation Letter, Reliving Letter, Contracts /Agreements.
- ❖ Taking Care of DA revision for all Clients on Quarterly basic and update the tracer.
- ❖ Taking Care of Stationery, Vendor Management, Housekeeping, Cafeteria and Pantry
- ❖ Scheduling and arranging training while coordinating with external trainers and training programs
- ❖ Handling 4+ member team.

PROJECTS

Title: Training and Development.

Company: G4S Security Solutions (I) Pvt. Ltd- Pune

SOFTWARE USE

- ❖ Dream ERP
- ❖ Ramco ERP

COMPUTER SKILL

- ❖ MS-CIT
- ❖ MS – Word, MS- Excel and MS- Power Point.
- ❖ Internet

LANGUAGES KNOWN

- ❖ Marathi
- ❖ Hindi
- ❖ English

PERSONAL DETAILS

NAME	:Isak Pathan
FATHERNAME	:Usman A.Pathan
DATEOFBIRTH	: 25 th Oct 1989
GENDER	: Male.
MARITALSTATUS	: Married.
NATIONALITY	: Indian.
PRESENT ADDRESS	: C/O: Shivaji Dadu Chaugule , House No.4, Gajanan Maharaj Nagar, Lane No .1, Near Mayur Residency, Pimple Gurav, Pune 410061.

I hereby Declare that the information furnish above is true to the best of my Knowledge.

PLACE: PUNE.

DATE:

Isak U.Pathan.