

CURRICULAM VITAE

Manoj Gorakhram Dhusia

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CAREER OBJECTIVES:

- To work with an organization that value human resources potential and which can give me an opportunity to enhance myself professionally and personally. Wanted to be an invaluable asset by providing high volume of integrity for a reputed organization.

Role	Company	Duration
Finance Department	Tata Consulting Services (Bhosari Pune)	16 th Jan 16 to Feb 17
H.R Executive	Placewell Industrial Services Pvt Ltd. (Kasarwadi Pune)	Nov'17 to Till Date

SYNOPSIS:

- A result oriented Professional with **over 6 years** of experience in **HR, Payroll, Leave Management, Employee Database Management, on Salary & Full & Final Settlement etc.**
- Preparation of various Management Information Reports under the Management Information System (MIS).*

WORK EXPERIENCE:

Employee Formalities:

- Completing joining formalities.
- Preparing & Issuing appointment letters, promotion letters, confirmation letters & Increment letters.
- Sharing database of employees & their dependents with the Insurance Company, Maintaining the database with changes such as addition or deletion of members, changes in nominations etc.
- Salary A/c opening formalities for New Joiners.
- Issuing I-cards, Aprons & shoes etc.
- Issuing insurance cards & coordination with insurance company for Health & accidental insurance claims.

Employee Records & Database management:

- Ensuring safe custody & confidentiality of personal files of employees
- Maintaining employee database such as new hire updates, compensation details, Promotion & increment changes, location/department changes, Separations, educational details, address details etc.
- Maintaining Master Data of employee's.

MIS Reports:

- Preparing monthly cost center wise & level wise Headcount report & sharing it with the management.
- Available Man days & loss of Man days report.
- Absenteeism Report.
- Section wise overtime report.
- Health status report.
- Arranging & attending meeting with direct employees on weekly basis and solving their problems related to payroll, leaves etc. at their workstation.

Payroll / Compensation:

- Responsible for End to End payroll process i.e. from collecting attendance data till the disbursement of salary in the Bank account.
- Leave and Loan Management.
- Preparation of full and final settlement of Employee's.
- Control & Recoveries from Final Settlements.
- Payment of PF & Pension to Left Employees.
- Annual Dues Payment like- Bonus , Leave Encashment, Other Annual allowances
- Arrears Calculation and Payment.

Computer Skills:

- Excel - i.e. (V Lookup, H Lookup, Pivot-Table, concatenate, If Condition Etc.)
- Tally ERP 9, Tally Prime
- Hands On At **Saral Pay Pack Software**
- Outlook.

Statutory Compliance:

- Generating PF, ESIC, MLWF, PT, Challan in Every Month & Paid through Portal
- Generating UAN Number & ESIC Number on Portal.
- Form 16 Generate O'I Saral Pay Pack Portal
- Submission of Declaration forms of PF to Head office.

Edification:

SR. NO.	DEGREE	UNIVERSITY	YEAR	PERCENTAGE
1	B.COM	PUNE UNIVERSITY	2022	60.00%
2	H.S.C	MAHARASHTRA BOARD	2012	52.62%
3	S.S.C	MAHARASHTRA BOARD	2010	60.73%

Personal Profile:

Date of Birth : 19th Dec' 1995

Nationality : Indian

Languages Known : Hindi, English, Marathi

Hobbies : Surfing Net, Playing Chess & Cricket

I assure you that the above information furnished by me is true to the best of my knowledge.

Yours faithfully,

Manoj Dhusia