

Resume

MS. NAYAN DNYANESHWAR KOLI

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Address: Shivnagari, Bijalinagar, Chinchwad, Pune-411033.

Profile:

Dedicated Human Resources Generalist with 5+ years of experience. Fully familiar with various phases Of HR profile. Committed to channeling my passion for human resources to ensure department operations Run smoothly & deliver maximum value to the organization.

Work Experience:

Company Name: - ICON GROUP (Payroll company- “Innomise Technologies Pvt. Ltd.”)

Experience: - May 2022 to June 2024

Designation: - Sr.HR Generalist cum Recruiter

Company Name: - “Design For U”

Experience: - Jan 2022 to April 2022

Designation: - HR Executive cum Recruiter

Company Name: - “MPTA Education Ltd.”

Experience: - Nov 2017 to Jun 2021

Designation: - HR Assistant (Recruiter) cum Admin

Skills: -

- Recruitment - Technical & Non-Technical
- Screening and Interviewing
- Payroll & Salary Preparation
- Attendances Working
- Compliances Activities Like PF, ESIC, TDS, PT, LWF
- Leave Management
- Onboarding
- Company Policies
- Employee Engagement

Key Responsibilities: -

1. Recruitment: -

- Job Portal handling like Naukri.com, indeed.com, apna.com, LinkedIn, social media, references etc.
- Sourcing, Screening, Telephonic/F2F interview with candidates, shortlisting, selecting
- Manage end-to-end recruitment process for Tech & Non-Tech position.

Technical: - Software developer (front end & Back end), Angular, DevOps, Azure, AWS, Futter, Networking, Hardware, Data Center, etc.

Non-Technical: - Accountant, Billing Eng, Purchase, Digital marketing, Graphic design, Civil engineer, Planning & Quality engineer, Sales & Marketing, Back Office executive, etc.

2. Onboarding: -

- Manage Induction to new employee with company culture, goals & principle
- Joining Formalities with documentation of new joiner
- Helping new employee understand their job duties & schedule
- Exit formalities Full and final settlement, ensure a smooth transition when an employee leaves a company

3. Leave/Attendance Management: -

- Attendance calculations using biometric as well as using attendance register, Employee Leave data management, Leave encashment, PL, CL, ML, Comp-off, etc. Leaves calculations, Late marks, Leaves Carry forward record.
- Calculated attendance of employee as per excels format.

4. Payroll & Salary Preparation: -

- Making of Payroll Sheet for Employee, calculations of Statutory deductions i.e. PF, ESIC, PT, leaves etc., & making of Pay slips in excel.
- Distribution of Pay slip via email, Variable Pay Calculations, Salary advance & data maintaining.
- Manage Salary & Payroll of employee, assist in payroll preparation by providing relevant data (absences, leaves, Comp-off, etc.)

5. Performances Management: -

- Develop & implement performances management systems to evaluate & enhance employee performances
- Review Monthly performance of employee as per KRA & KPI

6. Policies & Procedure: -

- Workplace safety management, Travel policy, Work schedule policies such as In time & out time, accommodation to outside employees, Health Policy etc.

7. Employee relation & Engagement activity: -

- Address employee concern or questions on legal compliance
- Provide support to employees in various HR-related topics such as leaves and compensation & resolve any issues that may arise
- Handel Annual Function or Employee Engagement activity.
- Assist the HR manger to event coordination & ensure smooth execution.

8. Reports & Documentations: -

- Collect & analyst HR data, generate reports of employee data.
- Handel Appointment letter, Offer letter, Salary slips, Agreements letters
- Maintain the all records of employees (Emp. Details report, recruitment report, Salary report, attendances reports, vendor's reports etc.)

9. Admin Management: -

- Keep track of official assets (light, computers, laptop, printers etc.)
- Coordinate with external vendors for services such as ID, stationery, office functional assets, IT support etc.
- Oversee office cleanliness & ensure proper functioning of equipment & facilities.

Educational Details:

<u>EXAMINATION</u>	<u>UNIVERSITY</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
MCA	Pune University	2016	72.04
BCA	Pune University	2014	68
HSC	Maharashtra	2011	52.17
SSC	Maharashtra	2009	66

Professional Online Course:

- I have online course done HR Payroll & Statutory compliances

Computer Proficiency:

- MS-Office: Word, Excel & PowerPoint
- Payroll software- HR One, Zoho
- Outlook
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Personal Qualities:

- Handling Events.
- Tackle different problems and get a solution and eager to learn new things.
- Motivational and leadership skills.

Personal Details:

- Name: Nayan Dnyaneshwar Koli
- DOB: 23rd May 1994
- Gender: Female
- Languages Known: English, Hindi, Marathi
- Hobbies: Traveling, Dancing

Declaration

Hereby, I declare that information furnished above is valid or true to the best of my knowledge

Date:
Place: Chinchwad, Pune

You're faithfully
Nayan Dnyaneshwar Koli