





Vishal Vitthal Sul

HR and Admin Officer

 1 Year 1 Month

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Key Skills

Compliance and Legal Knowledge

Payroll Management

Leave Management

Legal Documentation

Audit Compliance

HR policies and procedures

MS Office proficiency

Interview Scheduling

Event organization

Employee record management

Candidate Sourcing

FRRO

VISA Extension

Factory licenses



Certification

- National Intellectual Property Awareness Mission (NIPAM)



Profile Summary

HR & Admin Officer with 1 year of experience in recruitment, onboarding, employee relations, and performance evaluations. Proficient in talent acquisition, compliance, payroll, training, and Excel, with strong skills in analytics, communication, and HR policy implementation.



Education

2024, Full Time

MBA, Human Resource Management

Vidya Pratishathans Institute of Information Technology, Baramati , 66%

2022, Full Time

B.Sc,

Shriram Institute of Information Technology, Paniv , 81%



Work Experience

2024 - Present

HR and Admin Officer

Heungkuk India Private Limited

Key Result Area

HR & Admin Officer – Recruitment & Talent Acquisition

Heungkuk India Private Limited | April 2024 – Present

Compliance and Legal: Expertise in FRRO compliance, visa extensions, and ensuring legal adherence in policies.

Payroll & Analytics: Skilled in payroll processing, leave management, and audit compliance.

Legal Documentation: Proficient in preparing and managing HR-related legal documents.

HR Policies: Experienced in developing and implementing HR policies aligned with business goals.

MS Office Proficiency: Advanced skills for efficient data management and reporting.

Recruitment & Talent: Effective in end-to-end recruitment and talent pipeline development.

Event & Interview Management: Skilled in organizing interviews and events efficiently.

Employee Records: Expertise in maintaining accurate, confidential records in compliance with standards.



Personal Information

City Satara

Country INDIA



Languages

English, Hindi, Marathi



Internship

02 Months

A Study Of HR Policies & Practices With Special Reference To Japfa Pvt Ltd Supa/Hyderabad .

Japfa Comfeed

Researched and analyzed HR policies and practices at Japfa Comfeed, resulting in practical recommendations for improvement.

Collaborated with cross-functional teams to gather data and insights, contributing to a comprehensive study on HR policies and practices.

Prepared a detailed project report on "A Study of HR Policies & Practices" within the 60-day internship duration.

3 Months

Recruitment and Selection.

GAO Tek(USA)

Intern ,Recruitment and Selection /Gao Tek , 1 Nov 2023

- Assisted in organizing and conducting interviews, saving the team an estimated 15 hours of interview scheduling and coordination.

- Prepared comprehensive reports on candidate sourcing and interview performance, contributing to data-driven decision making for future hiring strategies.



Projects

2 Months

A Study Of HR Policies & Practices With Special Reference To Japfa Pvt Ltd Supa/Hyderabad Hy

- Conducted a comprehensive study of HR policies and practices at Japfa Pvt Ltd Supa/Hyderabad , analyzing key metrics such as employee satisfaction, retention rates, and training effectiveness.

- Developed and delivered a detailed report highlighting key findings and actionable recommendations for HR policy enhancements, contributing to improved organizational efficiency and employee satisfaction.



Date Of Birth

25-09-2001-

Age : 23 Year