

# Resume

## Akshay Pandit Parhad (HR Professional)

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An HR professional aspiring to work in an organization of repute that offers a challenging career, where I can carve a niche for myself and effectively deliver towards contributing to the organization's target & aspirations.

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### PROFESSIONAL SNAPSHOT

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- ✓ A professional with **12+years** of experience in HR Operations and Payroll Enhancement, Employee Compensation & Benefits and Welfare Activities in Consultancy/ ITES and Manufacturing ,Ecommerce & Logistics industries.
- ✓ Expertise in handling functions entailing Compensation, Salary Negotiations, Payroll Processing, Grievance Handling, HR Operations, Employee Benefits, HRBP and Compliances.
- ✓ An effective communicator with stupendous management & communication skills with flexibility to work in a multi-cultural environment. Possess ability to relate to people across all hierarchical levels & motivate them to achieve organizational objectives.

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### KNOWLEDGE DOMAIN

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**Onboarding-** New joiners hiring in HIRS system, Offer letter Management, New Joiner Induction and smooth on-boarding on day one, Initiate new joiners welcome mailers, Background Verification of new hires, new joiner's bank account opening.

**Off boarding-** Updating employee records in HIRS, Background verifications Sending off boarding mailers, Exit Interviews,Exit Surveys, FNF inputs to payroll, Issuing FNF statements and relieving letters.

**Payroll:** Timesheet & Attendance, Processing Payroll of 4000+ Pan India employees. Reconcile Payroll input & output & ensure 100% accuracy in payroll through various checks.

**Full & Final settlements:** Offboarding mailers, Exit Interviews, Calculation of leaves encashment, notice period and other deductions. Ensuring 100% accuracy in terms full & final settlements of exit/transfer employees. Make sure all payments and deductions are as per company policy.  
Resolving employee queries received via e-mails & calls regarding Salary /Income Tax/ Investment / PF/ any other payroll related queries. Ensure all statutory compliances are complied with on time, i.e. TDS, PF, ESIC, LWF and Statutory Bonus.

**Employee Engagement & Trainings:** Conducting monthly employee engagement sessions for employees/stakeholders. Arrange training sessions for team as per business requirements.

**Performance management system:** Yearly Goal set, Quarterly goal review, appraisal system.

**Audits:** Manage Internal/External audits by providing the audit samples to auditors.

**Employee Relations:** Conduct one-on-one Interactive Sessions with employee’s in-order to understand their vision, aspirations, their strengths, areas of improvement, and motivate and counsel them.

Handle employee issues and grievances in order to facilitate smooth functioning and ensure high morale of employees. Conduct Monthly Open House meetings

Statutory compliances: P.F, P.T, ESIC, Med Claims.

**Employee Benefits:** Managed Insurance enrollment process, Meal Cards, NPS.

**Exit Interview:** One-on-one Interactive Sessions, formalities, F & F settlements.

**Project Management:** Design SOP’s, Implement transition plan, Process Automations & UAT testing.

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**SCHOLASTIC CREDENTIALS**

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- MBA(HR) From Sinhgad College Pune University, in 2013 with 60.00%
- Bachelors of Computer Application from Pune University, in 2011, 56.00%
- H.S.C Maharashtra Board in 2007.
- S.S.C Maharashtra Board in 2005.
- Expertise in MS Office and MS Excel.

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**CAREER HIGHLIGHTS**

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**Employer Name:** Equifax Credit Information Services Pvt Ltd.  
**Duration:** 01 Aug 2023 till date  
**Designation** –Manager Payroll & Compliance

**Employer Name:** iPlace India Pvt Ltd.  
**Duration:** 11 Jan 2023 till 27 May 2023 (5 Months)  
**Designation** –Assistant Manager HR

**Employer Name:** Citco Group Services India LLP.  
**Duration:** 22<sup>nd</sup> July 2019 till 18<sup>th</sup> Nov 2022 (3.5 + years)  
**Designation** –HR Specialist

**Employer Name:** Sai Industrial Services  
**Duration:** Jan 2018 till July 2019 (1.5 Year)  
**Designation** –HR Manager Payroll & Operations

**Employer Name:** Ocwen Financial Solutions Pvt Ltd.  
**Duration:** 05 Jan 17 till 05 Jan 18 (1 Year)  
**Designation** –HR Specialist Payroll & Operations

**Employer Name:** Quess Corp Ltd.  
**Duration:** 10 Aug 15 till 31 Dec 16 (1.5 Years)  
**Designation** –Team Lead-Payroll & Operations

**Employer Name:** Credit Suisse India Pvt. Ltd  
**Duration:** 11 Aug 2014 till 10 Aug 15 (1 Year)  
**Designation** –HR Specialist- Employee Benefits

**Employer Name:** Adecco India Pvt. Ltd  
**Duration:** 11 June 2012 till 06 Aug 2014 (2.5 Years)  
**Designation** –Executive Payroll

**Over All Work Experience:**

- Headed end to end On-boarding and Off-boarding process of India and APAC regions.
- Expertise in Offer Management, Onboarding, Inductions, Employee Benefits, Payroll & Compliance Management.
- Headed Payroll and HR Operations, Team Leader, Employee Engagement Committee Member.
- Headed end to end payroll cycle of 4000+ employees head count with 100% accuracy and within timeline for multiple locations/units.
- Handled employee benefits Insurance Enrollments, Process Med claims & Other employee benefits.
- Managed APAC Countries payroll and employee benefits.
- Reconciliation of various JVs Salary/Reimbursement/Bonus/Gratuity/FFS JV's against salary register.
- Assisting employee on their salary structuring, tax related query, company policies and welfare.
- Arranging help desk for employee, conducting engagement activities for business teams, conducting monthly stakeholder's meetings on PIP/Appraisals/Team Engagements, managed training sessions for business teams quarterly.
- Worked closely with finance team on monthly basis for vendor payments salary payouts and insurance reconciliations.
- Processed vendor's payments on monthly basis.
- Managed compliance documentation in terms of Shop and Establishment act, PF nomination/corrections/withdrawals.
- Responsible for global off-boarding process i.e. completing the exit formalities of resigned employee, conducting exit interviews and executing exit surveys.
- Processing the FNF of exit employees, issuing the letters such as full and final settlement letters, experience letter & termination letters.
- Managed end to end absconding and termination process of employees.
- Maintained monthly new hires and exit employee reports and flash dash boards.
- Also worked closely with global team on automation of onboarding and off boarding processes.
- Tools used HRIS, Workday, Darwin, Jobvite, DocuSign, EBS & Oracle Fusion.

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**ACHIVEMENTS**

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- Appreciation Certificate for process executive at Adecco during 2012.
- Award for best Process Executive of west zone (2013)
- Successfully done the transaction of Manual Payroll to Oracle fusion.
- Worked on HIRS and Payroll using tools such as Jobvite Darwin Box, Oracle Fusion, Workday & Ramco.
- Appreciated for strong hold in compliance/IR/Vendor Management/ Worker Unions & labor contracts.

**PERSONAL DETAILS**

Name : Akshay Pandit Parhad  
Mother Name : Anjali Pandit Parhad  
Permanent Address : Viman Nagar, Pune.  
Date of Birth: 29th Oct 1989  
Sex: Male  
Marital Status: Married.  
Languages Known: English, Marathi, and Hindi  
DL No. : MH12 20080070901  
Pan NO : BMBPP4015L  
Passport no : K3587979

Date:\_\_\_\_\_

Place:\_\_\_\_\_