

Mehvesh L. Bhaldar

Email: mehvesh.bhaldar@gmail.com

.linkedin.com/in/mehves-bhaldar013a9923

Contact: +91-9822686137

Aspiring for challenging assignments in **Human Resource Management** with an organization of repute
Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

PROFILE SUMMARY

- A dynamic HR Professional with **over 11.5+ years** of experience in Payroll, Statutory compliances, Labour compliances, Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare management and Office Administration.
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

AREAS OF EXPERTISE

- | | | |
|--------------------------|--------------------------------|-------------------------|
| - Payroll : Govt. + Pvt. | - Statutory compliances | - Labor Compliances |
| - Training & Development | - Employee Relations / Welfare | - Talent Pool Selection |
| - MIS Reports | - Competency Mapping | - HR Policy Execution |
| - Performance Management | - Office Administration | - Recruitment |

EMPLOYMENT DETAILS

July '2016 -31st July, ,2024 with Kinder Sports LLP as Assistant Manager-HR & Administration

Key Result Areas:

- Handle 7A case
- Execution of all payroll processes, statutory compliances, labor compliances, state wise.
- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involve processing daily attendance, updating leave records, permission slips, etc.
- Ensuring adherence to the statutory compliances with respect to company
- Training employees in proper safety procedures and providing training updates as needed
- Organizing promotions and spearheading marketing efforts by setting up displays and educating customers and employees on promotions or specials
- Assisting to the Reporting manager for performance management and competency mapping process
- Handle attendance ,Leave & Reports : Software development
- Annual Day function Event organization, Managers yearly training arrangement.
- New join employees Documents verification & Police verification. Prepare the letters.
- I know about Indian Payroll, Govt. salary bills & pay fixation also

April 2014 –June' 2016 with Yashwantrao Chavan Academy of Development Administration (Yashada) as Training Executive (MHADA project)

Key Result Areas:

- As a Training Executive (Accts & Administration, Engineers) related Training for MHADA employees schedule the Class: I/II/III Arrange the training and related subject Trainer for MHADA related employees.
- Arrange the training, choosing the subject wise training,
- Arrange the accommodation, Food, Training subjects, Training related documents, Subject related expertise.

January' 2009-March 2014 with Maharashtra Tourism Development Corporation Ltd. Regional office, As a Accountant cum Administration Central building, Pune

Key Result Areas:

- Handling Cash book manually + Tally.
- Bank reconciliation Operating Account & Deposit account
- Payroll Generate and process as per the the region. (M'war,Karla,Panshet,Katraj & Regional office Pune) & salary difference process also.
- Maintained Leave register as per the services book.
- Office Administration, Maintaining Daily Report, House Keeping, Security Handling & their Agreements, Documentation, Absenteeism Control, Disciplinary Actions (Show cause, Warning, Memos, Bank letters
- Calculation Income tax, Profession Tax, EPF, GPF, Services , Entertainment & VAT Tax

- Preparations and maintaining of all legal documents, agreements
- Organizing trainings for development & motivating all employees

July 2007-Dec 2008 with Sanjay Maintenance services Pvt Ltd . As a HR Executive Regional office, Pune.

- Payroll process 2000 Housekeeping employee & Backend support Staff
- MIS (Prepared the Salary MIS)
- Sort out Employee Salary Issue's, Maintaining PF Nominee Data / PF cases / ESIC / death case data
- Maintain Employee Relation's & Personal Records
- Maintaining employees personal data, documentation & filing
- Helping for Statutory Compliances like PF,ESIC,BONUS DATA,MLWF & salary structure
- Preparation of Monthly Attendance, final payroll & salary transfers in Excel (2000 employees)

HIGHLIGHTS

- Maintained coordination with vendors for finalization of brand logos, brochures, Identity cards, visiting cards,
- Took various disciplinary action towards absenteeism, late attendance and other labor misconducts and successfully reduced the same
- Initiated successful implementation of measures thereby resulting in streamlining the process like Pantry, Canteen, Bus transport, Guest House etc
- Office Administration: keep the all employees maintaining all important files & documents, Sports Equipment Stock, Client & employee Gift, other important activities inside office premises: office assets And Fitness test equipments, distributions and tracking of region wise.
- Identified candidates who were potential exists in the month and successful in counseling as well as retaining them in coordination with the concerned operational heads
- Handled EPF 7A case
- Worked on Gratuity & CL encashment.
- Handled office Assets , stationary & Diwali gifts

EDUCATION

Course	Board/University	Institute Name	Percentage
MBA (HR) 2022	Deemed university, Pune	Bharati Vidyapeeth, Pune	80%
M.com 2006	Savitribai Phule, Pune University	Anantrao Thopate, college, Bhore	50%
B.com 2004	Savitribai Phule, Pune University	Anantrao Thopate, college, Bhore	57%
H.S.C 2000	Maharashtra Boards	Girl's Junior College, Bhore	48%
S.S.C 1998	Maharashtra Boards	Girls High school, Bhore	61%

Modules Covered:

- HRMS, HRD, Industrial Relations, KinderApp, Organizational Behaviors, Training & Development, Social Work, Administration etc.

PERSONAL DETAILS

Date of Birth: 13th June, 1982

Languages Known: English, Hindi & Marathi

Address: 201, Sutar complex, Pashan Road,Sutarwadi , Pune 410045

Declaration:

The above-mentioned information is true to the best of my knowledge.

Mehvesh Bhaladar