



MAYUR C. KULKARNI

HR AND ADMIN PROFESSIONAL
ASPIRING FOR BUSINESS PARTNERING ROLES

CONTACT

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🏠 Pune, Maharashtra, India

🌐 [Mayur Kulkarni](#)

HR SKILLS

- Payroll Processing
- Employee Engagement
- CSR
- HR Operations
- HRIS and HRMS
- Employer Branding
- Attendance & Leave Management
- HR-MIS & HR reports
- Workforce Management
- Contact Labour Management
- Business Acumen.
- Strategic thinking.
- Relationship Building.
- Data Analysis.
- Conflicts Resolutions.

BEHAVIOURAL SKILLS

- Relationship Building
- Effective Communication
- Problem Solving
- Decision Making
- Influence
- Adaptability
- Resilience

HR and Admin professional with over 5 years of comprehensive experience in managing HR and administrative processes. With a solid foundation in end-to-end recruitment, payroll processing, employee welfare, and compliance, I bring a deep understanding of the key drivers of HR effectiveness. I hold an MBA in HR, which has equipped me with advanced knowledge and strategic insights. Aspiring to transition into a business partnering role, I am eager to leverage my skills in aligning HR strategies with business objectives, fostering strong employee relations, and driving organizational success.

EXPERIENCE

Executive- HR & Admin: From Oct 2022 LS Automotive India Pvt. Ltd. Pune

A leading South Korean multinational corporation specializing in the manufacturing of electronic components for the automotive industry, supplying major clients such as TATA, M&M, SAVW, and Hyundai.

- **End-to-End HR Operations Management:** Responsible for overseeing all HR operational tasks of 500+ employees, from onboarding new employees and managing HR documentation to addressing employee queries promptly and effectively.
- **Induction Training:** Conduct thorough training sessions to familiarize new hires with company policies, procedures, and organizational culture, ensuring a smooth transition into the company environment.
- **Attendance Tracking and Leave Management:** Monitor and reconcile attendance records using manual and automated systems, ensuring accuracy in leave management and preparing detailed reports for management and audit purposes.
- **Salary Processing and Compliance:** Process salaries based on precise attendance and leave data, adhering to statutory compliance requirements under the Factories Act and other relevant regulations.
- **Statutory Compliance and Reporting:** Manage and ensure compliance with statutory regulations such as Form 27, Form D, MPCB – Form IV, and Form V, preparing comprehensive reports as required by regulatory authorities.
- **Training and Development Coordination:** Coordinate training sessions and development programs for employees, facilitating continuous learning and skill enhancement to foster professional growth within the organization.
- **Employee Engagement and CSR Support:** Organize and oversee employee engagement initiatives, including celebrations, trips, and annual events, while supporting and coordinating Corporate Social Responsibility (CSR) activities to enhance community engagement and company reputation.

KEY EXPOSURE

- Over 5 years of HR and Admin experience
- Managed end-to-end recruitment processes
- Processed monthly salaries based on attendance and leave records
- Managed PF/ESIC calculations and compliance
- Addressed employee welfare and grievance management
- Oversaw vendor and facility development and management
- Maintained employee data management systems
- Conducted training and development programs
- Managed workforce performance and appraisals
- Conducted exit interviews and managed exit formalities
- Provided data for legal and customer audits
- **Certified and experienced in IATF and EMS audits**

ACADEMICS

Master of Business Administration (HR) - OPJS University, Rajasthan, 2017

Bachelor of Arts - DBHPS University, Tamil Nadu in 2015

Bachelor of Political science YCMOUN, 2020

APPLICATIONS USED

- Emsphere - Attendance tool
- Intelli-Payroll - Payroll management
- ZinZai HRMS Portal - HR management system
- Cosac-Matrix - Attendance tool
- Wallet HRMS - HR management system

PAST EXPERIENCES

Assistant Manager (Hr & Admin): -Jun 2022 TO Oct 2022 **Sensortec Innovation India Pvt Ltd. Pune**

- Oversaw the complete recruitment lifecycle from screening resumes to onboarding, ensuring seamless integration of new hires into company processes. Conducted HR rounds for behavioral assessments, cultural fit, and salary negotiations, and facilitated timely issuance of offer letters.
- Executed onboarding processes and conducted induction sessions to familiarize new employees with company policies and culture, ensuring a smooth transition into their roles.
- Managed HR documentation and correspondence, preparing and submitting relevant letters, certificates, and reports as required by management and statutory regulations. Tracked and reconciled daily attendance and leaves, and processed salaries based on attendance records.
- Maintained employee databases for accurate records, facilitated compliance with PF, ESIC, and other regulatory requirements, and spearheaded performance management processes, including appraisals and employee engagement initiatives.

HR Administrator (Off Roll): Feb-2022 To Apr-2022 **Fujitsu Consulting India Pvt. Ltd., Pune.**

- Assist in HRSS operations, specializing in new hire induction on employee benefits, particularly insurance, including tracking enrollment data and resolving employee queries related to claims, reimbursement, and enrollment difficulties via ZinZai Portal. Coordinate with TPA and Insurance broker for smooth insurance processes.
- Provide essential salary inputs to the Payroll Team, manage new joiners' data for enrollment, and generate E-Cards. Track and maintain data, preparing and presenting monthly reports to senior management. Support HR Help Desk operations and manage tasks for a nationwide workforce of approximately 8,000 FUJITSU employees across India.

Junior Officer Hr & Admin: Mar 2020 To Feb 2022 **Fukoku India Pvt Ltd, Pune**

- Manage end-to-end recruitment processes, from resume screening to onboarding, ensuring integration of new hires into company culture.
- Conduct HR interviews to assess candidate suitability, negotiate salaries, and facilitate timely issuance of offer letters, following up with candidates before their start dates.
- Oversee onboarding procedures, including induction sessions to familiarize new employees with company policies, and prepare and submit HR documents and certificates as required by management.
- Maintain attendance records, manage leave processes, and prepare monthly reports on salaries, expenses for senior management review.
- Ensure compliance with ESIC, EPFO, and other statutory requirements, manage employee performance evaluations, handle salary restructuring, conduct exit interviews, and oversee employee engagement initiatives for a workforce spanning corporate & remote plants totaling 400 employees.

HR Trainee: Nov-2019 to Feb-2020 **Rubicon Skills Development Pvt Ltd. (RSDPL) Pune.**