

RAMCHANDRA S. DADAS

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Address: Sr. no 105 Infinity Planet Moshi Pimpri Chinchwad Pune
412105

PROFESSIONAL SUMMARY

- Having 6+ years of experience as Senior HR Executive.
- Handling end to end payroll processing activities including leave, attendance, Bonus calculation, other deductions, reimbursement, incentives, weekend working, hold salary details & lop reversal, Tax Calculation & Statutory compliance (PF, ESIC, PT, MLWF), Bank Transfer sheet.
- Maintaining accurate payroll records includes the payroll register, bank sheet, tax deduction details, salary revision & promotion details, exit employee FNF details, Interns & consultant TDS & payment details.
- Processing the full & final settlement of resigned employee including releasing the experience letter, Exit Interview the full & final statement with calculations, leave, bonus, gratuity, other payout & deductions.
- Maintaining accurate records of compliance returns includes PF, ESIC, PT, MLWF, Bonus, Gratuity challans & payment details & any other returns filing details.
- Experience in Payroll & compliance annual & quarterly audits reports include preparation of new joiner & exit employee details with supportive documents, salary revision details, Month on month head count, Notice pay & recovery, PF, ESIC, PT, MLWF challans.
- New Joiner onboarding and documentation process, profile creation, bank account opening, insurance addition, background verification,
- Guide new joiners' selection of tax regime, investments declarations, updating previous income.
- Experience in Income tax declaration & proof checking, Insurance renewal, annual & quarterly return filing Statutory compliance (PF, ESIC, PT, POSH, Maternity, Bonus, Minimum wages, gratuity)
- Resolving queries of employees about attendance, leave, salary, Income tax declaration, PF withdrawal & Transfer, ESIC, Gratuity, Bonus, form 16.
- Preparing reports for payment of statutory dues including TDS, Prof. Tax, Provident fund, ESIC, MLWF etc.
- Prepare reconciliation salary Pay head wise Gross salary and net salary part to previous month to current month salary register and Tax register.

ACADEMIC BACKGROUND

- Master of Commerce from Pune University, Pune.
- Bachelor of Commerce from TC college, Baramati.

EMPLOYMENT

- Worked as an **HR Senior Payroll Executive** at **K2V2 Technologies Pvt. Ltd.** Pune, from March 2022 to Dec 2024.
- Previously worked as a **HR (Payroll Executive)** at **Prompt Personnel Pvt Ltd**, Pune from May 2020 to March 2022.
- Previously worked as a **HR Executive** at **G4S Security Solution Pvt. Ltd.** Pune from June 2019 to May 2020.

PERSONAL DETAILS

- **Father's Name** : Shri. Sampat Bhiku Dadas
- **Nationality** : Indian
- **Date of Birth** : 14th July 1989.
- **Marital Status** : Married

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Pune

Date: / / 2024

Ramchandra S. Dadas