

Dhakne Satyavan Ramnath

HR admin Executive



7 Years 3 Months



(+91)
8208069420



satyawandhakne96
@gmail.com



Profile Summary

With nearly 7 years of experience in HR and Operations, I specialize in recruitment, manpower planning and budgeting, performance management, Payroll, employee engagement, and administration. My expertise also extends to contract labor management, security management, transport management, and overseeing canteen and housekeeping operations. I am adept at handling diverse HR and operational activities with a focus on streamlining processes and enhancing overall efficiency. My goal is to contribute effectively to organizational success by leveraging my skills in HR and operations management.



Education

B.Com, 2017

Swami Ramanand Teerth Marathawada University
(SRTMU)

12th, 2014

Maharashtra, Marathi

10th, 2012

Maharashtra, Marathi



Work Experience

May 2022 - Present

HR admin Executive
CTS express logistics Pvt Ltd

1. Payroll and Salary: Making of Payroll Sheet for Employee and for contractual basis employee, Correct calculations of Statutory deductions i.e PF, ESIC, PT, LWF etc, Making of Pay slips in Excel and automatic distribution of Pay slip via email, Variable Pay Calculations, KRA-KPI activity, Salary advance data maintaining
2. Leave Management: Attendance calculations using biometric



Key skills

- Manpower Planning
- Contract Labour Management
- Recruitment
- Onboarding
- Payroll Processing
- Leave Management
- Compliance
- PF
- ESIC
- PT
- LWF
- Employee Welfare
- Employee Engagement
- Transportation
- Security Management
- Housekeeping Management
- Hotel Booking
- Canteen Management
- MIS Preparation



Personal Information

City **Pune**
Country **INDIA**



Languages

- Hindi
- Marathi
- English



Social links

www.linkedin.com/in/satyawan-dhakne-124970214



Extra curricular

TOOLS KNOWN

- Naukri. com
- LinkedIn
- MS Word-Excel
- Outlook
- Microsoft Teams
- GreytHR
- Keka HR
- Tally
- Any desk

as well as using attendance register, Employee Leave data management, Leave encashment, PL,CL,ML,PTR Leaves calculations, Late marks, Leaves Carry forward record.

3. Generalist Activity: Employee Joining formalities, Issuing Offer Letter, Appointment Letter, Experience Letter, KRA-KPI Activity, Maintaining employee master and record ,Grievance handling

4. Recruitment: Job Portal handling like Naukri.com, indeed.com, apna.com, Cold calling to candidates, Sourcing, screening, shortlisting, selecting

5. Statutory Compliances: PF, ESIC, PT, LWF, TDS,

6. Admin Activity: Security, Transport, Canteen, Stationary, guest house, hotel booking, ticket booking, Repairing and maintenance,

Aug 2021 - May 2022

HR Executive

Group Surya Peb

1. Payroll and Salary: Making of Payroll Sheet for Employee and for contractual basis employee, Correct calculations of Statutory deductions I.e PF, ESIC, PT,LWF etc, Making of Payslips , Salary advance data maintaining

2. Leave Management: Attendance calculations using biometric as well as using attendance register, Employee Leave data management, Leave encashment, PL,CL,ML, Leaves calculations, Late marks, Leaves Carry forward record.

3. Generalist Activity: Employee Joining formalities, Issuing Offer Letter, Appointment Letter, Experience Letter, KRA-KPI Activity, Maintaining employee master and record ,Gravience handling

4. Recruitment: Job Portal handling like Job Hai, indeed.com, apna.com, Cold calling to candidates, Sourcing, screening, shortlisting, selecting

5. Contract Lebour managment, manpower planing, contract billing , cost monitarig,

6. Admin Activeties : Guest House managment, Lebour camp, security, Houskeeping Managment, pety cash handel, bill provision, bill submision.

Feb 2019 - Aug 2021

HR Executive

Varroc Engineering Limited, VEL-PN

1. Monitoring daily attendance of contract employee and staff employee

2. Conducting the Induction of New Join

3. Contract Lebour Management Personal Files Maintenance

4. Daily cost monitoring &Analysis.

5. Contract manpower

6. Recruitment Employee On boarding

7. Daily Morning meeting Report

8. Monthly Bill Provision report

9. Knowledge of excel and MIS reporting

10. Data capturing from system, Employee in- out time management. Leave Calculation

11. Employee leave application processing Employee c/off record adjustment

12. Keeping overtime record in register. And all deductions register like, loans and advance

13. Statutory Compliance Documentations (Pf, Esic, Pt, Wage Register etc.)

Coordinate for all security team. Transport, Housekeeping, Employee Engagement

May 2017 - Dec 2019

HR Assistant

Minda SAI Ltd. - Spark Minda

1. Contract labor management
2. Hiring Contractual manpower
3. Time office activities
4. Manpower report
5. Contract billing
6. Monthly meetings, (Canteen Committee, Transport Committee)
7. Employee engagement Activities (Birthday celebration, Ganapati festival, Diwali, dussehra, etc