

Karunkumar Chaugule

A dynamic professional with 7.2 years of experience in HR & Compliances Management broadly in Recruitment, HR Database Management, Joining & Separation Formalities, Performance Management, Statutory Compliances, Payroll Processing and General HR Operations.

Currently Associated with Topsources Worldwide Solutions, Pune as a Senior HR Specialist (AM).

Adept at handling day to day HR operations activities in coordination with internal /external departments for smoothen business operations.

Strong problem solving, employee relation maintaining ability and Posses flexible and details orientated attitude.

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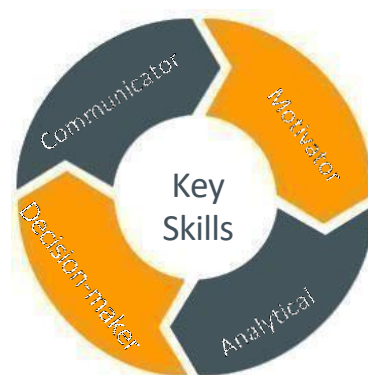
Executive Profile

- Handle and manage the **payroll** and **statutory compliances** end to end Activity.
- Responsible for **recruitment** from the various sources (LinkedIn, naukari, etc.) and **onboarding** process.
- Handle employee **grievances** like death claim, accident cases, ESIC / PF issue, Salary issue, PT assessment.
- Handled portal's and tools like "**Simplance, Workday HCM, Ascend, Portico, HROne, Active Directory, ServiceNow, CRM, Time Watch, Power edit** to upload statutory compliance.
- Liaising with local govt. offices like **Labour, PF, ESIC, Municipal Corporations** & resolve the local issues. Processing the New or Renewal of Labour License, S&E License & other required document or Licenses as per acts.
- Proficiency in managing day-to-day activities in **coordination with internal / external departments for ensuring smooth business operations; hands-on experience in** managing statutory compliance, corporate governance, environment **health & safety**.
- Resourceful in **coordinating with Government** for Labiur License, Shop Act License, PF, ESIC & PT Inspection and with **different vendors** within the timeline.

Key Impact Areas

- Recruitment & Onboarding
- Database Management
- Payroll & Monthly EPF, ESIC Payment
- Training & Development
- Performance Appraisal
- Industrial Relations
- Full and Final Settlement
- General HR Operations
- HRMS Management

Soft Skills



Notable accomplishment across the carrier

- In Oct 2020 Awarded by UDS as a **valuable contribution** for the company.
- Achieve 100% compliance score every financial year.
- Devised and implemented new **HR policies** in branch to maintain the **office culture**.
- Played Key role in **dealing** with **PT officer** during assessment.
- Achieve and fulfil 98% **recruitment** as per client define **JDs**.

Education & Credentials

- 2022: **Master Degree in MBA HR** from YCMOU University, Pune.
- 2015: **-Graduate in BSc. Maths** from, Solapur University
- 2012: **Secondary School** from DBF college Maharashtra Board Pune
- 2010: **High School**. From Shree Datta Prashala Pune Board

Professional Experience

Period	Organization	Designation	Reporting To
Apr 21 to Aug 22	Wipro	Administrator	HR Head
Jan 19 to Jan 21	Accenture	Senior HR	HR Head
Sept 17 to Jan 19	Knoah Solutions	Senior HR Executive	HR Manager
June 15 to Apr 16	Infosys	HR Executive	HR Manager

Sept 22 to Present: **Topsource Worldwide Solutions., Pune as Sr HR Specialist (AM).**

Key Result Areas:

Recruitment & Onboarding

- ✓ Coordination in Manpower Planning, CTC Breakup Preparation,
- ✓ Salary negotiation, Issue Offer & Joining Letters.
- ✓ Handling Joining Formalities, Inductions.
- ✓ To Collect Employee Information, Statuary Compliance Forms,
- ✓ Educational, Experience, ID & Address Proof and Bank Related Documents.
- ✓ Official Email ID, Employee ID, ID card arrangement.

Database Management

- ✓ Employee Database Management in Excel.
- ✓ Leave Database Management.
- ✓ Employee Document File Management.
- ✓ Training Database.
- ✓ Keep Record of Final salary register, Monthly ECR & Payment Slips of EPF & ESI

Payroll & Monthly EPF, ESIC Payment

- ✓ Attendance Management & Salary Sheet Preparation.
- ✓ EPF, ESIC Challan Preparation & Payment.
- ✓ Pay Slip Generation & Distribution.

Training & Development

- ✓ Conduct training sessions at site.
- ✓ Arrangement of Trainer (Internal/External) and Training Materials.
- ✓ File Management of Training Attendance & Feedback Form.

Employee Engagement

- ✓ Executed various rewards and recognition programs with alignment to the organization's vision.
- ✓ Planned and executed various structured employee engagement events like Birthday celebrations
- ✓ festival celebrations, annual sports, town hall and team building exercises

Industrial Relations:

- ✓ This role includes maintaining a good relation with all the employees.
- ✓ In case employees are facing some problem, helping them out and counselling them.
- ✓ If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level then escalating the matter to next level.
- ✓ Grievance Handling.

Full and Final Settlement

- ✓ Arrangement of Handover and verify all things according to the checklist.
- ✓ Get no dues from all departments.
- ✓ Arrangement of Exit Interview.
- ✓ F&F Sheet Preparation and sent to accounts department.
- ✓ Cross checking the final Payout.
- ✓ Preparation of Relieving/ Experience Letter.

General HR Operations

- ✓ Making update to HO with various statutory rule regulations and orders.
- ✓ Provide All Necessary data to HO for UAN No. Creation & ESIC Registration.
- ✓ Employee ESIC Data Correction/Updation on ESIC Portal.
- ✓ Registration & Timely renewal of Establishment License under labour department if required.
- ✓ Co-Ordination in EPF online/Offline Withdrawal.
- ✓ Keep Updates of Minimum wages and revise salary as per revision.
- ✓ Preparation Arrear & Bonus Sheet.
- ✓ To maintain Statutory Complacence Registers.

Personal Details

Date of Birth: 01st Apr 1994

Languages Known: English, Hindi, Marathi, Telugu & Kannada

Permanent Address: Survey no 209, Bhagirathi Nagar Hadapsar 411028 **Target Location:** Pune