

Ashok Farakate.

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Seeking Senior level assignments in Human Resource Management

EXECUTIVE SUMMARY

- ❖ **Result-oriented personnel with more than 5+ years of rich experience in the areas of Human Resource Management, Payroll Management, Statutory Compliance, Employee Relations, New joiner Onboarding, General Administration, and . Medclaim insurance.**

CORE COMPETENCIES

- Payroll Management
- Statutory Compliance
- Employee Onboarding
- Full and Final Settlement
- Leave Management
- Group Medclaim Insurance
- Performance Management
- Database Management
- Grievance Handling
- Monthly MIS Report

KEY FUNCTIONS HANDLED

Payroll Management: Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns. Creating payroll policies & procedures, checking & auditing payroll to make sure regulations are met in addition to analyzing and reporting on financial data. Sharing the compensation structure with the new recruits and ensuring adherence to statutory compliances.

Statutory Compliances: - To generate UAN of new joiners and EISC IP number on time, Create the monthly challans and payment of EPF, ESIC, and P. Tax.

Legal Compliances: To prepare the data for the Annually/half-yearly and Quarterly returns. Time to time renews the contractor registration certificate. Maintain the labor officer and factory officer visit register. Renew the Factory license.

costs management: Lead staff costs budgeting processing, from data gathering, computation, reconciliation, data provision to finance, consolidation etc. ent

General Administration: Formulating and operating budgets; taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of group objectives. Conceptualising and effectuating measures/modifications in the operating procedures to optimise resource & capacity utilisation.

CAREER CONTOUR

Jan 2022 to Present with Infiloom India Pvt. Ltd as a Senior Executive HR & Payroll– Reporting Sr. Manager HR & Payroll.

Infiloom is India's largest Manufacturer of Socks. Our reach extends to the USA, Canada, the EU regions, and Southeast Asian countries, Employee strength – 1400+ numbers, 4 manufacturing Units and 1 corporate office.

Highlights

- ❖ Processing the end-to-end Payroll of around 1400+ employees. (Staff & PW)
- ❖ EPF, ESIC & P. Tax Monthly challan preparation& create the challan as per location wise across the company.
- ❖ **SAP Implementation for new plants.**
- ❖ SAP Ticketing
- ❖ SAP Testing
- ❖ Handling the Statutory Compliance all Units/Plants.
- ❖ Prepare 24Q Data Quarterly.
- ❖ Handling full and final settlement of all Units/plants.
- ❖ All Plant Hiring in SAP.

- ❖ Employee Joining and Exit formalities.
- ❖ **Achieved INR 3 Lac Savings under Government PF Benefit Scheme (ABRY)**
- ❖ Maintain Group Insurance Policy for all plants. (Additional, Deletion & Monthly MIS)

Feb 2021 – Jan 2022 with Sahyadri Industries Ltd., Pune, as Officer HR and Admin (Cement board Manufacturing)
Annual Turnover – 600 crores (INR)/ 700+ Employees – Staff-PW / Contractors – Reporting to Group Head.5
Manufacturing units and 01 Corporate Office across India.

Highlights

- ❖ Processing the Payroll of around 700 +employees.
- ❖ All Plant Hiring in SAP.
- ❖ Various Act returns (Quarterly, Half yearly and annually)
- ❖ Handling the Statutory Compliance of all Units/Plants.
- ❖ **Configuration & Upgradation in SAP as per new rules.**
- ❖ Manpower planning.
- ❖ Maintain Group Insurance Policy for all plants. (Additional & Deletion)
- ❖ Full and Final settlement of all locations.
- ❖ General Administration.
- ❖ Leave Management
- ❖ Gratuity & Bonus data calculation.

Oct 2017 – Feb 2021 with HYT Engineering Co Pvt. Ltd., Pune, as Executive HR and Admin (EPC Manufacturing)
Annual Turnover – 505 crores (INR) / 1000 Employees – Indian Railway Suppliers / Contractors – Reporting to Head of HR.5
Manufacturing units and 16 project locations across India.

Highlights

- ❖ Processing the Payroll of around 500+ employees.
- ❖ **Proactively implemented a Human Resource Management System (HRMS) across the board.**
- ❖ EPF, ESIC & P. Tax Monthly challan preparation& create the challan as per location wise across the company.
- ❖ Recognized for managing the COVID-19 lockdown period successfully by getting permission for operating the factories and offices in the Pune region.
- ❖ Maintaining all India compliances as per the Organization contract with the Indian Railways
- ❖ Performed recruitment of Technical Diploma and Degree holders under the Apprenticeship Act.
- ❖ Manpower Planning
- ❖ Daily report.
- ❖ Offer letter, Appointment, Confirmation preparation & Tracking.
- ❖ Security Management.
- ❖ Third-party utility bills management.
- ❖ **Achieved INR 1 lac Savings under Government PF Benefit Scheme (PMRPY)**

ACADEMIC CREDENTIALS

Master of Social Work in Human Resource Management and Labour Welfare- 2017
 SCIBER College, Kolhapur

B.A. (Geography)- 2014
 Shivaji University, Kolhapur

IT SKILLS

MS - Office and Internet application, Excel, HRMS, Payroll systems

PERSONAL DOSSIER

Date of Birth: 25th January 1993

Permanent Address: At post Farakatewadi, Tal Kagal, Dist-Kolhapur Pin 416-208.

Temporary Address: Fortune Home Sainath Nagar Pune- 411044

Languages Known: Marathi, Hindi and English