

Namrata Gopale

HR Manager

Location: Mumbai (Chembur)

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Professional Profile

More than 7 years of experience in the field of HRM. Managing recruitment and Hiring Process, Employee Development, Employee Relations, Legal and Compliance Practices, Educating Employee Benefits, Payroll & Compensation, Conducting exit interview, Final settlement of employees.

Core Skills

- Recruitment Processes
- Statutory Compliance
- HR Operations
- Employee Engagement
- Payroll & Compensation benefits
- Performance Management

Career Summary

HR Manager

Jan 2022 - Present

Megaplex Prime

Key responsibility area:

- Settled the HR department for company with implementing HR policies, compliances etc.
- Primarily responsible for Talent Acquisition as the Company is looking at expansion. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition; and training and development.
- Responsible for managing the entire Employee Life Cycle from joining till exit.
- Handle complete payroll, statutory compliances, staff welfare activities, Leave and attendance and maintain and compile MIS reports for management.
- Coordinate with third party vendors for resources supply, attendance management & payment processing.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Any other HR activities and deliverables as assigned from time to time

Senior Executive – HR and Admin

Nov 2016 – Apr 2021

Messe Frankfurt Trade Fairs India Pvt. Ltd

Key responsibility area

- Administrate the area of Time & Attendance through app for monthly attendance report for payroll processing.
- Maintain accuracy in transferring correct data from payroll spreadsheets into payroll system.
- Calculated salaries, Incentives, adjustments, overtime, bonus, gratuity, full and final etc.
- Developed reports by compiling summaries for earnings, taxes, deductions, non-taxable wages, and leave.
- Managed effective action plans to respond to audit and compliance.

- Ensure Statutory Compliance through coordination with Branches, Head HR and Finance team. Related to Liasoning, Renewals, filing challan and returns for monthly and annually like PF, PT, LWF, PT, Bonus, Gratuity, Posh, Maternity etc.
- Responding to various Notices from Authorities ensuring closure on the gaps.
- Processed new hires, transfers and separations. Performing employee background checks and verifying information. Taking care of addition and deletion for group health and accident insurance of all employees.
- Preparation & Issue of different types of letters i.e. appointment, warning, promotion, increment, transfer etc
- Create and update personal records, Id cards, emails, Biometric access etc.
- Monitor internal HR systems and databases
- Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.
- Theme Day, Birthday celebration, Festival Celebration and Fun@Work as per engagement plan.
- Coordination with all vendor for service and payment related like housekeeping, stationery etc.

Executive- Payroll
Karma Consultancy Pvt Ltd

Oct 2015 - Aug 2016

Key responsibility area:

- Handling complete process of PF, ESIC challan for BPO companies PAN India level.
- Guiding employees to fill PF, ESIC form.
- Solving queries of employee regarding withdrawal, UAN activation and transfer.
- Generating ESIC medical card for new employee and solving their issue.
- Uploading master data in SMOOTH PAY system.

Executive- Payroll
Pace Hr Innovations Pvt Ltd

Nov 2014 to Sep 2015

Key responsibility area:

- Training students for Payroll Software
- Handling third party payroll on Saral Pay Pack system
- Coordinating for PF withdrawal and Transfer
- Generating PF, PT, ESIC AND LWF and Returns.
- Maintaining the Statutory Records
- Responsible to answer the queries related to Payroll and compliance to clients
- Complete attendance procedure, leave records and full and final settlements in case of resigned employees

Executive – Accounts
Bernhard Schulte Ship Management

July 2013 to Oct 2014

Key responsibility area:

- Calculating extra missing meal consume by crews on board for SDC (Service Delivery Centre).
- Preparing inventory stock of provision & bond for vessels & send the consumptions details to SDC
- Making entries of payment in the system of PAL Software for the easy reference to all & get detail of crew.
- Bank Reconciliation & downloading the debit statement for the payment process.
- Filing the invoices with serial coding.
- Solving the queries of suppliers, masters & other SDC related to payment or other details.

Education Details:

Year	Level	Institution	Class
2013	B. Com	University of Mumbai	1st Class (71%)
2010	H.S.C	Mumbai Board	1st Class (69%)
2008	S.S.C	Mumbai Board	1st Class (60%)

Personal Details:

Birth year: 1992
Languages known: English, Hindi, Marathi.