

Nagesh M. Raut



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HR GENERALIST || HRMS Implementation || Media || Talent Acquisition || Operations || Payroll & Compliances || Comp & Benefits || Emp Grievance || PMS || Policies || Oracle || SAP || Darwinbox || Stakeholders Management

Core Responsibilities:

- **Joining & Induction:** In-charge of a structured Induction program for all new joiners and responsible for their orientation and induction with ensuring to collect all filled JF's kit ensuring adherence to the checklist with necessary Documents to issue the offer letter & Appointment letter.
- **Time Office Management:** Leave and attendance record, Payroll Inputs, Maintenance of Docs Files.(Pan India). Registration of bio-metric for new joiners and taking care of attendance for all active employees. Uploading Holiday list on Bio Metric portal. Correction in reports as per request. **Used bio metrics of eSSL and Smartex for attendance.**
- **Payroll & Leave Management:** Planning and execution of Monthly Payroll .Running Payroll with collection of attendance, bonus, increment revisions & processing Leave Encashment
- **Hygiene Factors:** Ensure to deliver all Hygiene factors to contract employees such as Offer Letters, ID card, Training, TIC, Insurance cards, etc on time.
- **Employee Relation Activities:** Handling Employee grievances, Mentoring and counseling employees, employee engagement activities.
- **Background Verification :** Initiating backround verification and keeping record of that for new joiners.
- **Exit interviews:** Tracking and conveying feedback received during exit interviews for instituting systems to improve employee morale and motivation.
- **F&F settlements & Exit Formalities:** Initiating Exit / Accepting Resignation with providing EL & PL and record the same and with in due course release their FNF Chq with Leave Encashment & providing Relieving & Experience letter. Processing of PF withdrawal and Transfer forms.
- **MIS Report:** Maintaining a set of MIS report on all Sectors of HR Services delivered. Responsible for maintaining the detail spreadsheet of all the candidates. Maintaining MIS, trackers and other Reports, related to Open Positions details, joining details, offer details, dropouts etc.
- **Employee Medical and Policies:** Taking care of all employee's medical policy, WC policy and all policies related to site employees and Staff at HO.
- **Employee Engagement and Grievances:** Handling employee grievances and employee engagement activities on a weekly, monthly and yearly or Festival basis.
- **Performance Appraisal:** Taking care of employee performance appraisal yearly or as and when required. Taking feedback from their HODs and processing and closing the same.
- **Trainings:** Taking care of training required as per requirement of organization, department as well as market requirement to enhance the job qualities or employees.
- **Preparation or Amendment of Policies:** As per requirement making new policy or amendment of policy with the approval or concern persons.
- **Miscellaneous:** Taking care of Third party or contractual employees as well as follow ups with various vendors for providing services like training and development, recruitments, PF and ESIC etc.
- **HRIS Implementation:** Successfully implemented HRIS (GreytHR, FactoHR and Darwinbox)
- **Audit :** Handled all internal and External HR and compliances audits for the company.

Work Experience

Health Prime Services (I) Pvt Ltd	- Manager HR Payroll compliances	- Nov 2023 to Sep 2024
MX Player India Ltd	- Manager HR & Operations	- Jun 2022 to Feb 2023
Enter10 Television Pvt Ltd	- Assistant Manager - HR (All activities as HR Generalist)	- Mar 2021 To Jun 2022
INSULREF Technologies Pvt Ltd	- Assistant Manager - HR (All activities as HR Generalist)	- Feb 2018 To Feb 2021
Hathway Cable & Datacom Ltd	- Executive - HR (All activities as HR Generalist)	- May-15 to Feb-18
TCS	- HR Analyst	- Mar-2010 to Apr-15
Caliber Point Business Solutions	- HR Assistant	- Jul-2006 – Feb-2010

Statutory Compliance:

- Handling all the statutory compliances involving EPF, ESI, LWF
- Yearly Bonus, LTA , Incentive calculation and Gratuity payments

SOFTWARE PROGRAM USED TO PROCESS PAYROLL

- PeopleSoft 8.3 to maintain employee data, leaves and payroll
- Microsoft Outlook with Word Excel and Powerpoint
- SAP for Maintain Employee Data, Generation of Appointment Letter.
- GreyT HR, Facto HR & Darwin Box for Employee data maintenance, Time and Attendance, Leaves, Payroll, Investment for TDS and Generating Form 16 for employees, Maintain all policies at one place on platform

Academia

B. Com (Accounts and Taxation) Graduate in 2005

Awards received

**Received Champions League certificate for being the member of Team of the Month
(Jan- March 2012)**

Personal Details

Address : A4-201, Shruti Garden, Manorama Nagar, Thane (West) - 400607
Date of Birth : 29th Nov, 1983
Languages Known : English, Marathi and Hindi
Marital Status : Married

Place:

Date:

(Nagesh M. Raut)