

**Abhijeet Dilip Todkar**  
**Human Resource Management**

Mobile No. : 7083998763

E-Mail: abhijeettodkar1998@gmail.com

---

**Senior Executive**

**Paysquare Counsultancy Ltd, Pune (<https://paysquare.com>) Reporting to Team Leader**

**2.7 years of experience in Paysquare Consultancy Ltd, Pune,**

**KEY RESPONSIBILITIES :**

**PAYROLL MANAGEMENT :**

- Handling the end to end Payroll Processing of more than 3000+ Employees.
- Understanding the Payroll Input and checking the details and releasing salary in time.
- Proficiency in ETDS Filing.
- Responsible exit employee F&F settlement & start to end Exit Formalities.
- Handling LTA , Medical ,Telephone reimbursement Claim.
- Handling statutory compliance PF , ESIC , PT and Income tax return.
- Maintaining MIS Reports.
- Making Superannuation Report and JV (Salary & Contribution).
- Worked on Income Tax Investment Declaration and Actual.
- Preparing Form 16 of employees & Resolve the issues of Form 16.
- Handling statutory compliance PF , ESIC , PT and Income tax return
- Preparing Increment letters, Promotion letters with the help of Mail Marge.
- Handling Perquisite calculation (Superannuation, Motor Car & Loan).

**Career Objectives**

☐ To work in a healthy, innovative and challenging enrolment extracting the best technical knowledge out of me which is conducive to learn and grow at professional as well as personal level there by directing my future endeavors as an asset to the organization.

**Professional Development:**

- ☒ Good Communication Skills
- ☒ Good excel functions
- ☒ Time Management
- ☒ Performance Management System

**IT Skills :**

<b>MSCIT</b>	MSCIT, Good Knowledge of Excel & Word.
<b>SOFTWARE</b>	Handling HR Software i.e. Precision.

### Certification :

Two times awarded with “Spot Award”

### Education & Credentials

Qualification	University	Year	Percentage
MBA ( Specialization in HR)	Pune University	2024	Perusing
Bachelor Degree In Science	Pune University	2020	Second Class
12 <sup>th</sup>	Pune University	2015	Second Class
10 <sup>th</sup>	Pune University	2013	First Class

### Personal Details :

- **Date of Birth** : 27<sup>th</sup> Jun 1998
- **Gender** : Male
- **Address** : Shivganga Bunglow Vaishnavi Park, Wagholi, Pune- 412207.
- **Marital Status** : Single
- **Nationality** : Indian
- **Special Interest** : Sports, Watching movies
- **Linguistic Capability** : English, Hindi, Marathi

I hereby declare that above information is true to best of my knowledge and belief.

Place : Pune

Date : Abhijeet Dilip Todkar