

Babasaheb Admane

Sr. Payroll Executive

Over all 10 years' experience, Handling wide gamut of HR functions including Payroll process, statutory compliance, Talent acquisition, HR Policy, Personal administration, vendor management and IR. Strong human resources professional with a Master of Business Administration (MBA) from University of Pune.



baba.admane@gmail.com

8983616266

Flat No C-1304, Casalino Tower,
Handewadi Road, Hadapasar, Pune, India

WORK EXPERIENCE

HR Manager Personnel & Admin

Saj Test Plant Pvt. Ltd.

11/2023 - Present,

Pune, India

Achievements/Tasks

- Formulated and implemented HR policies to ensure compliance with legal requirements and best practices.
- Handling Payroll process with Statutory Compliance.
- Preparation of Self- Appraisal & Merit Rating data & facilitation to complete the appraisal process as per policy & timelines.

Sr. Payroll Executive

Samruddhi Organic I Pvt. Ltd.

01/2021 - 11/2023,

Pune, India

Achievements/Tasks

- Successfully implemented HRMS system with 100% accuracy.
- Managed monthly payroll processing, including adjustments, and using HR/Benefits software efficiently and effectively.
- Conducted audits of HR-related vendor invoices and prepared payments for weekly, monthly, and quarterly remittances.
- Ensured full compliance with all employee-related regulations and requirements.

HR Co-coordinator

ManpowerGroup I Pvt Ltd

05/2017 - 12/2020,

Pune

Achievements/Tasks

- Managed project for pan-India operations, overseeing all aspects of the project and ensuring its success.
- Directed and executed payroll activities for pan India operations, ensuring accuracy and compliance.
- Conducted comprehensive compliance audits across all locations in India, achieving a score of 92%.
- Oversaw vendor management activities across all locations in India, ensuring compliance with statutory requirements and timely payment of invoices for managed service providers.

HR Executive

Spear Logistics Pvt Ltd

03/2015 - 02/2017,

Pune

Achievements/Tasks

- Optimized HR operations at Bajaj Auto Ltd through streamlining & process improvements.
- Ensured statutory compliance across all HR functions.
- Responsible for Statutory Compliance.

SKILLS

Payroll

Statutory Compliance

Talent Acquisition

Vendor Management

HRMS

EDUCATION

MBA in Human Resource

Savitribai Phule Pune University.

06/2011 - 05/2013,
Pune

LANGUAGES

English

Professional Working Proficiency

Marathi

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Tracking

Listening Music



HR Officer Laxmi Group

08/2013 - 03/2015,

Aurangabad

Achievements/Tasks

- Managed talent acquisition, onboarding, payroll administration, and records management. Maintained and updated employee benefits and records; collaborated with an accountant to ensure accurate payroll.
 - Designed a more comprehensive and coordinated approach to the recruitment and talent acquisition process, which yielded improved alignment of job postings, interviews, orientation, and training.
 - Policy Formulation & Implementation.
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