

Pankaj Prakash Jadhav

Human Resource Operations

Contact : 9637303756

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OBJECTIVE:

To work in a growth oriented, dynamic organization, and in a technical environment where my knowledge can be shared & enriched, looking for an opportunity where I can continuously learn and improve my skills.

PERSONAL SKILLS:

- Target oriented with an ability to manage change with ease.
- Strong communication, interpersonal, learning & working in team.
- Self-Starter, Superb Interpersonal & Managerial Skills.
- Ability to Accept Challenging Assignments.
- Believe in Team Work.

TECHNICAL SKILLS:

- SAP
- Tally ERP
- Advance MS - Excel
- MS - Word
- MS - Power Point
- Outlook
- HTML 5

PROFESSIONAL EXPERIENCE :

- Trinity india forgetech pvt ltd,shikrapur [pune] (April 2020 to Sep 2021)

Designation: - Supply Chain officer

- Endurance Technologies Pvt.Ltd.(Pune) (27thOct 21 to 30thSep 2022)

Designation: Human Resource (Trainee)

Roles and responsibilities: -

- Apprentice & garden Monthly payment Processing through CLMS Software
- Responsibility of monthly end to end payroll processing, including verification of input and output.
- Check Final Salary register with attendance and Input file OT, Arrear, Bank Account and Total Dues and Net Amount after statutory Deduction. { Salary processing for 500+ employees }

- Co-coordinating with coordinator for the smooth Payroll Processing Month on Month.
- Preparing reports for payment of statutory dues including Provident fund, ESIC etc.
- Processing of Full & Final settlement of resigned employee
- Vendors and Contracts Monthly Bills Doing in SAP (PR,PO,SE)
- For New Vendors (Vendor Code Creation in SAP)
- New Join Employee Information add in SAP
- Maintain employees data in SAP.

➤ **BVG India Ltd (Pune) (11th Jan 23 to Till Date)**

Designation: HR Operations

Roles and responsibilities: -

- Managed onboarding processes for new hires, ensuring smooth integration into the company
- Processed and maintained records for new hires, terminations, and changes in employee status or pay rates
- Processed payroll for 800+ employees, ensuring timely and accurate payment
- Maintained ERP system databases, tracking employee attendance, leave and personal information.
- Handled employee inquiries regarding HR policies, benefits, and workplace concerns, ensuring timely resolution.
- Processed and maintained records for new hires, terminations, and changes in employee status or pay rates
- Processing of Full & Final settlement of resigned employee.

ACADEMIC QUALIFICATION

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Year	Institute	Month of Passing	Year of Passing	Grade
Diploma In HR Management	Arunodaya Institute Mumbai	-	-	Pursuing
BSC	Yashwantrao chavan college of science,karad	Mar	2017	2 nd Class
12th	Yashwantrao chavan college of science,karad	May	2014	2 nd Class
10th	ABP Vidyalay ,Tambave[karad]	Mar	2012	1 st Class

CERTIFICATIONS

- ✓ Certification of MS-CIT with 93%
- ✓ Completed computer hardware course from PMKVY, Karad

PERSONAL DETAILS

Name : Pankaj Prakash Jadhav
Contact Details 9637303756
Date of Birth : 11th FEB 1997
Languages Known : Marathi, Hindi, and English
Hobbies : Listening Music, Reading books

DECLARATION

I hereby declare that, the above-mentioned information is genuine and true to the best of my knowledge.

Place: Pune.

Date:

Pankaj Jadhav