

HR PROFESSIONAL

HR Professional with 5+ years of experience.

Experience in Payroll, Statutory Compliances. Expertise in Payroll, Time Administration, HR Information Systems, administration.

AREAS OF EXPERTISE

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| • Time Office / Payroll | • Employee Relation & Development |
| • Statutory Compliances | • Administration |
| • Employee Engagement Activities | • Joining Formalities |

PROFESSIONAL EXPERIENCE

Evolve Technologies & Services Pvt. Ltd., Pune (HR Executive) (Apr 2016 - Apr 2018).

Manpower Training & Placement, Nashik as a HR Assistant (January 2014 – April 2016).

Nash Robotics & Automation Pvt. Ltd., Nashik as a Personnel & Admin Assistant (July 2013 – Nov 2013).

Evince Global Recruitment Consultant, Nashik as a Recruitment Consultant (June 2012 – July 2013).

Key Responsibilities:

Payroll Legal & Statutory Compliances.

- Accurate calculations & Timely processing of Salary, including co-ordination with Finance team for cheques
- Strict compliance on statutory payments viz. PF, PT, LWF etc.
- Processing of Full & Final Settlements of exit employees including recoveries from employee, if any.
- Maintaining records & timely disbursement of Employee reimbursements related to payroll.
- PF transfers & withdrawals of exit employees.
- Co-ordinating with insurance co. for new joiners & in-between additions, deletions of exit employee's details & for claim refunds.
- Attendance mapping & Leaves Management

Recruitment & Staffing

- Streaming Joining Formalities Roll out offer / Appointment Letter,
- Maintain Personal Files.
- Joining formalities & background verification and offer letter preparation.

Reporting & Analysis

- Handling HR reports on weekly / monthly or quarterly basis. Preparing reports like recruitment report, joining report.
- Maintaining Master database and updating joining status, monthly calendar for all hiring activities

Employee Motivation & Recreational Activities

- Celebrating Birth days, Festival Events, Sports Events, Inter group Events & Competitions, Picnic, etc.

Employee Relations

- Taking care of employees requirements from time to time and build good rapport with the employees.
- Handling disciplinary issues including issuing warning letters etc.

EDUCATIONAL CREDENTIALS

- **MPM from Pune University in 2012.**
- **B.com from Pune University in 2010.**

COMPUTER PROFICIENCY

- **Operating Systems & Office Tools:** Proficient in MS Office, Good data analytical skills.
- Familiar with Payroll software and Biometric software.

ACHIEVEMENTS

- Recognised by client – Samsung for excellent delivery of PF compliance
- Certificate of appreciation – won award of excellence for contributing scale up business process

PERSONAL MINUTIAE

Date of Birth: 29th July 1990

Languages Know: English, Hindi, Marathi

Location Preference: Pune