

DEEPASHRI P PAWAR

5/11, Anjana Estate, Village Road, Opp Bhatiya Hospital, Bhandup (West).

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OBJECTIVE

Looking for a challenging and responsible opportunity, explore strengths and potentials in a professional organization to meet employer's expectations. To understand and learn various aspects of Human resources in a work environment which will further enhance my knowledge, skills & attitude thereby developing my learning curve

WORK EXPERIENCE

Current Organization : Goodrich Logistics Private Limited

Designation: Assistant Manager HR and Admin

Duration: 24th June 2022 to till Date

Task & Responsibilities:

\$ Payroll

- Maintaining and monitoring Daily Attendance for PAN India and Updating in Master File.
- Collecting Attendance Data from System and updation of Outdoor Duty/ Late Marks / Early Going /Leaves and Half Day.
- Processing Monthly Payroll for PAN India through Excel and Spine HRMS.
- Preparation & checking of final Bank transfer file & coordination with Finance/accounts department for salary disbursement.
- To upload pay slips into the HRMS platform on monthly basis.
- Inform employees about the investment declaration process, and follow up with employees for the investments details & to maintain data payroll software for monthly TDS calculation
- Coordinating with consultant for timely submission of online monthly Challans of PF and E.S.I.C. Challan, To make sure of updating of KYC, employee data updating as required by PF authority.
- Maintain leave records of employees (like CL & PL, etc.) on Monthly basis and of Quota In a Year.
- Maintain records of allowances like Medical, Bonus etc. for salary updating & maintaining records of the same.
- Preparation of Full & Final settlements of left employees.

\$ Operations

- Responsible to maintain employee's personal file.
- Physically Maintaining Wages, Bonus, Outdoor Duty and Attendance Register.
- Keeping track towards Confirmations, Promotions, Annual Appraisals etc., and Scheduling meeting.

\$ Recruitment:

- Posting Classified for vacant Position and sourcing right candidate from different job portals.
- Responsible for complete recruitment cycle – CV shortlisting, Arrange Interview Schedule, Salary negotiation, Prepare Salary structure, Issue offer letter, Joining formalities, Appointment Letter.
- Creating Position Code for new Joinee in SPINE NX Software and updating details like CTC, PAN, Aadhar and Bank Details
- Coordinating with Department Head for issuance of Laptop , Stationary, Mail ID, Mobile Number, ID card.

\$ Administration:

- Taking care of all Administration related functions of the company such as Courier, Stationary.
- Follow up with vendors for different types of Admin work requirements and verifying the quotation and Monthly Bills.
- Visa Process and Ticket Booking as Instructed by Management etc.

Previous Organization : I-Tech Media Private Limited

Designation : HR Executive

Duration : 18th Dec 2018 to 22nd June 2022

Task & Responsibilities:

\$ Recruitment:

- Job posting on Job Portals
- Sourcing candidates from various portals
- Conducting HR Interview
- Issuing Offer Letter
- Conducting Induction and Joining formalities and explaining Policies
- Updating new employees record in Judah and Spine Software
- Issuing Appointment Letter
- Generating ID cards, Email ID generation, Biometric Access.
- Arrangement of laptop / desktop for new joiner

\$ HR Operations:

- Keeping track towards Confirmations, Appraisals, etc., and Scheduling meeting
- Updating Health insurance policy for employees
- New joiner Bank account opening
- Exit formalities of resign employee
- Physically Maintaining Wages, Bonus and Attendance Register
- Preparation of Full and Final settlement and issuance of Cheque
- Coordinating with spine service provider for required changes in the system
- Coordinating with PF consultant for any requirement

\$ Payroll:

- Maintaining and monitoring Daily Attendance file
- Uploading Attendance in SPINE SYSTEM and fetching attendance report from Biometric machine
- Leave Calculation
- Incentive Calculation
- Salary processing and payment through Spine
- New Joiner salary cheque
- Handling employees query

\$ Administration:

- Monitoring Office / Pantry Cleaning
- Keeping track of office Assets, Inventory and Stationary
- Exhibition Courier / Monthly courier Management
- Collecting Postings Data from concerns and finalising Postings on Due Date
- Monthly Courier bill checking
- ID card and Visiting card printing for employees
- Managing the day to day Administration / Facility Management activities
- Coordinating and follow up with MTNL authorities as and when required

\$ Other Tasks and Responsibilities:

- Follow up with vendors for different types of work requirements (AC / Water bottles / Stationary / Teamtele system, etc.)
- Handling Petty Cash
- Maintaining different types of MIS like Recruitment, Stationery, etc.
- Celebrating Birthday , Making flyers of Birthday Celebration
- Making Flyers for all the occasions

Previous Organization : K. Damani Securities Private Limited

Designation : Administrator

Duration : September 2011 to April 2013

\$ Operations:

- Handling all the HR related work from Recruiting, generating Offer Letter, Joining (On boarding), Appointment Letter, Reliving Letter, etc., till Exit of the employees
- Giving Training and Induction to New Joinees
- Doing Background Verification of the employees
- Preparing of employees monthly attendance statement recorded in Biometric machine (Monitoring attendance, leave records, late comings etc.)
- Preparation of Pay slip
- Handling all queries regarding salary and any of work

\$ Recruitment and Selection:

- Assess assigned positions to develop job descriptions and job candidate profiles - Sourcing the CV's from Consultancies
- Review resumes and qualifications to determine suitability of candidates
- Schedule and coordinate interviews cooperatively with hiring managers
- Scheduling interview
- Inform candidates fully about the job and company
- Coordinate the interview with the respective department. If selected, complete the documentation

Previous Organization: International Business School of Management

Designation: HR Executive

Duration: May 2008 to September 2011

\$ Administration and Academic (General and Academic):

- Managing whole admin dept, coordinating with all HODs in region and reporting to the Director
- Maintaining Employees leave, Outdoor Records, In-Out Timing
- Coordinating with university for original mark sheet submissions and admission procedure - Maintaining attendance records for students / visiting faculties
- Vendor co-ordination and payment
- Counselling Students and parents about the courses
- Responsible for data management, entire correspondence and documentation. - Controlling the printing and stationary, procurement etc
- Keeping a track of daily work and leaves record, outdoor record, Housekeeping management

\$ Recruitment:

- Assist to the Placement Head
- Handling Campus Recruitment Procedure
- Organizing Industrial visits for students
- Co-coordinating with various companies for interviews
- Conducting Campus Interviews
- Short listing the students for internship programme and final placement.

ACADEMIC PROFILE

Year	University / Board	Degree	College	Percentage
2008	Mumbai University	M.Sc (Botany)	K J Somaiya College	Class
2006	Mumbai University	B.Sc (Botany)	K J Somaiya College	Class
2003	Mumbai University	H.S.C	K.J Somaiya College	Class
2001	Maharashtra Board	S.S.C	A F A C English School	Class

IT Skills

Well versed with Windows, MS Office (Word, Excel). Payroll Software SPINE NX and HRMS.

OTHER QUALIFICATION

Practical training in Payroll from PREHR (EIC), Mumbai, 2017.

PERSONAL DETAILS

Marital status Married

Date of Birth 22nd March, 1985

Nationality Indian

Languages known Hindi, Marathi and English.

Hobbies Listening to music

DECLARATION

I hereby state that the information furnished above is true to the best of my knowledge.

Deepashri P Pawar