

Resume

SHUBHAM MISAL

Data Analyst & Payroll Master

Indore, Madhya Pradesh

shubhammisal665@gmail.com

+91- 7828285494 / 96654 02697

To use my skills & Experience in the best possible way to Achieve

Company Goal. Willing to relocate: Anywhere

Personal Details

Date Of Birth: 1997-08-28

Employment Eligibility: India

Highest Career Level: MIS Manager, HR Manager

Industry: Accounting, Analytics, Banking & Finance, Construction, Human Resources, Management, Project Management, Real Estate

Total years of experience: 9

Work Experience

HR- Payroll Manager

Hotel South Avenue pvt. Ltd. -Indore, Madhya Pradesh

Full-time

August 2024 to December 2024

- Manage hiring processes.
- Coordinate office activities and handle employee engagement.
- Payroll Management.
- Salary Calculation

Assistant MIS Manager

Parkers Consulting & Ventures pvt. ltd-Indore,

Madhya Pradesh Full-time

June 2023 to August 2024

- Managed profit & loss reports for PAN India branches. Oversaw data and expenses management.
- Conducted internal audits for the accounts department.
- Provided comprehensive PF knowledge.
- Created department-wise budgets.

HR-TMC Coordinator

Appalto Electronics Pvt. Ltd.-Indore,

Madhya Pradesh Full-time

January 2020 to May 2023

- Training (Product & Process) : Training (Product & Process)
- Scheduling and conducting (delivering) training sessions for new hires.
- tenured employees and customers(as per training quality parameters).
- monitoring OJT evaluations, maintaining the assigned training trackers on system.
- Designing& preparing modules for training & getting same approved from seniors.
- Arranging & maintaining all H/W related to training.
- mentoring and monitoring new trainers for performance improvement.
- Develop Training Material: Design, develop and manage curriculum.
- content, material for training, Making PPTs, prepare different training reports for effective decision making.
- Self Up-gradation: Undergoing training & acquiring skills on new products and technologies to impart quality training.
- TMC Co-ordination: Co-ordination for performance evaluation of employees and participating in feedback sessions.
- Developed and scheduled training programs.

Co-ordination for training in the absence of TMC executive, updating & maintaining TMC trackers.

MIS Executive

Ishin Ventures (PMAY Project)-Indore,

Madhya Pradesh Full-time

May 2016 to December 2019

- MIS updation
- HR and payroll-related tasks including salary preparation,
- Attendance maintenance, and full PF/ESIC knowledge.
- Provided comprehensive PF knowledge.
- Back office operation work.
- Developed and scheduled training programs

Bachelor's degree

India

2016 to 2019

Skills / IT Skills

- ❖ Payroll
- ❖ Workforce management
- ❖ Human resources management
- ❖ Training & development
- ❖ Communication skills
- ❖ Technical skills:-
 - MS-Office, Excel (Advance) Micro VBA coding Tally ERP Prime Rexo Software, Data Management
- ❖ Soft skills:-
 - Analytical Thinking Problem-Solving Attention to Detail Adaptability, Project Management, Conflict Resolution, Customer Service Orientation

Languages

- ❖ Marathi - Fluent
- ❖ Hindi - Fluent
- ❖ English - Intermediate

Online Profile

<https://www.linkedin.com/in/shubham-misal-180957225>

Certifications and Licenses

Project Management
Excel Dashboard
HR Management Assessment
Introduction to Cyber Security
AWS Certified Data Analytics – Specialty
Advanced Excel
Data Analysis, MIS

City : Indore

Date:

Shubham Misal