

TARUN KUMAR RAUT

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CAREER OBJECTIVE

Intend to build my career in the field of **Human Resources** with all my knowledge, experience and ability in a competitive environment where I can prove myself to be an asset of an organization by working as a team player.

PROFILE SUMMARY

Human Resource Professional with 7+ Years of experience in:

Payroll, HR Operations, Compensation & Benefits, Database Management, Statutory Compliance, Performance Management.

PROFESSIONAL CREDENTIALS

M/s Jconnect Infotech Pvt. Ltd.

20th July'2016 to Till Date

Assistant HR Manager (Payroll & Compliance)

- Responsible for end-to-end payroll of 7000+ PAN India employees (Excel & Software).
- Performing Monthly Payroll Management, Leave and Attendance Management, Data Reconciliation (Salary, CTC, Leave Balance, and Head Count), Yearned Activity, Exit Management, Salary MIS, Employee Benefits Management.
- Validating of monthly payroll reports.
- Comparing the actual payroll inputs with the system and investigate root cause of discrepancies.
- Validation of Travel Allowance, Reimbursement as per the assigned level.
- Handling questions and forms from employees regarding payroll related matters.
- Ensure company policies and procedures were properly followed as well as maintaining accurate payroll.
- Generating employee's UAN and Ensuring KYC is updated of all employees etc.
- Generating monthly ESI & PF Contribution detail of all employees with ECR & Challan finalization.
- Experience in Year End Payroll Operations including Annual Reconciliations, Validation and Incorporation of Investment proofs, Issuing Form-16 etc.
- Ensuring the Transfer/Promotion/Termination letters has been issued with appropriate dates through Software.
- Preparing SOPs for various HR Functions & responsible for updating of HR Manual.
- Maintenance & Validation on Salary Advance Data.
- Preparing Reports & Handling the Audits with Internally & Externally.
- Providing Analytic Report as per the requirement by Management.
- Statutory compliances (ESIC/PF/Bonus & Gratuity)
- Performance Appraisal Process.

Sr. HR Executive (HR)

- Handling Recruitment procedures. Issuing Offer letter, Appointment letter And Confirmation letter.
- Recording employee's attendance
- Payroll Administration
- Formulation of HR policies.
- Handling Statuary compliances (ESIC/PF)
- Liaisoning with Govt. Officials
- Maintaining Leave sheets of the employees.
- Vendor negotiation, verification and payment of bills
- Handling grievances complains and dispute

M/s JPG ENGINNERS Pvt. Ltd.

8th Jul 2013 to 6th Oct 2015

HR Executive

- Recording employee's attendance
- Payroll Administration
- Handling Statuary compliances (ESIC/PF)
- Maintaining Leave sheets of the employees.
- Vendor negotiation, verification and payment of bills
- Handling grievances complains and dispute

PROFESSIONAL QUALIFICATION

Diploma in HR from Ajax Management Consultant (Bangalore, Karnataka)

ACADEMIC EDUCATION

2011-2013: MBA (HR & Marketing) from North Orissa University, Baripada (Odisha)

2009-2011: M.A (Political Science) from Berhampur University, (Odisha)

2005-2008: B.A from A.Sc. College, K.B.Pur (Odisha)

2003-2005: Higher Secondary (Arts) from A.Sc. College, K.B.Pur (Odisha)

2003: High School Certificate from Sri Gopinath Swami Bidya Peetha, Benipalli (Odisha)

COMPUTER PROFICIENCY

Microsoft Office (**Word, Excel, Power Point, Outlook**)

PERSONAL DETAILS

Father's Name	:	Shri Bhuyan Raut
Date of Birth	:	1st May 1988
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi & Odia

DECLARATION

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

(Tarun Kumar Raut)