

RESUME

Prasad Jaykar

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Career Objective

To seek a challenging position in an organization, where I can bring to surface my skills & strengths, in conjunction with the company's goals and objectives & interested in a rewarding career.

Educational Background

Professional Qualification:- Masters In Personnel Management (MPM)

Examination passed	Board / University	Year of passing	Class	Institute
MPM – 1 st year	Pune University	June - 2012	2 nd	Indira Institute of Management & Studies, Pune.
MPM – 2 nd year	Pune university	June - 2013	2 nd	Indira Institute of Management & Studies, Pune.

Academic Qualification:-

Examination passed	Board / University	Year of passing	Class	School / College
B.COM	University of Mumbai	APR - 2007	2 nd	SDSM College, Palghar
H.S.C	Maharashtra State Board	FEB - 2004	2 nd	SDSM College, Palghar
S.S.C	Maharashtra State Board	MAR - 2002	2 nd	M. N. Dandekar High school, Palghar

Work Experience

Mynd Solutions Pvt Ltd.

Working as a Senior Executive – Payroll (From December 2017 to February 2018)

Job Areas

Payroll Management:

- Responsible for entire payroll administration.
- Handling new employee profile, salary administration, leave management, full & final settlement, CTC details, manpower reports, over time & late coming reports, absenteeism reports and PF & ESI reports.
- Managing grievances of employees on day to day basis which may be related to payroll, increment, incentive or over time.
- Coordinating with the finance department to ensure timely & error free payroll as well as for resolution of tax

related queries.

- Assuring prompt and satisfactory resolution of payroll related queries of all employees.
- Complying with all statutory requirements like Income Tax on remuneration, PF, ESIC, LWF, PTax, bonus & filling Returns.
- Driving the Full and Final settlements of all resigned employees within the specified time.
- Processing all types of reimbursements i.e. medical, LTA, fuel, driver & vehicle maintenance.
- Taking care of payroll related statutory like PF, ESI, PT, gratuity, bonus and returns filling.
- Preparing bonus payout, LTA, leave encashment and arrears.
- Updating the salary structure in attendance and payroll software – EASY PAY.
- Making several MIS reports on a monthly, quarterly as well as annually.
- Managing joining formalities & salary A/c opening formalities
- Generating the Employee codes and guiding them on login/logout process in the Bio-metric machine.
- Extracting/analysing the attendance data from the biometric machine.
- Ensuring the employees get their payroll grievances answered and valid ones are solved on time.

Statutory Compliances:

- Keeping as well as maintaining all forms and returns in both online and offline mode under Factories Act, EPF Act, Esic Act, Payment of Wages Act, Minimum Wages Act, LWF Act, Bonus Act, The Payment of Gratuity Act, and other related Acts under Labour Laws.
- Liaisoning with several government departments like PF, ESIC, Labour office, LIC of India

Time Office Activities:

- Maintaining employee attendance in time office.
- Updating accurate personnel files for the statutory requirement like PF, ESI, superannuation, attendance & several sources of deductions and earnings.
- Instructing new joiners about the usage of the access card and biometric system.
- Monitoring the daily Incoming and outgoing punch of all the employees

KONARK GROUP

Working as Executive – HR & Admin with Konark fixture LTD. (From November 2016 to December 2017)

A Group of company of Konark Industries. since, November-2016 to December-2017, an ISO 9001:2008 & 14000 Certified Company & manufacturing of Bajaj light, herbal ,water treatment ,research function .Turnover- 350 Cr. and directly reporting to **HR HEAD**

JOB AREA

Recruitment & Selection / Human Resource Planning

- Identifying the need of manpower for the company.
- Screening resumes and for short-listing candidates arranging interview requirement.
- Take follow up with recruitment team and make schedule of interview.
- Preparing "recruitment master report".

Induction

- Checking all joining formalities, including Company induction and training.
- Explaining the company policies & procedures to the new joining in detail.
- Organizing and arranging the required infrastructure.

Time Keeping & Payroll Management

- Checking all attendance of various locations.
- Update Leave records and outdoor visit entry.
- Designing salary structure as per give approval
- Making salaries. In (RAMCO)
- Work of full and final process.
- Follow up, bank processing for salaries.

Policy & Process Implementation

- Coordinating and assisting training programmers whenever required.
- Attending to the problems/queries/complaints of the employees
- Taking feedback from employees with regards to training and other activities
- ISO documents for audit purpose.

Legal & Liasoning

- Handling Factory Act – Ensure compliance under factory act, compliance with Factory Inspector visit requirement.
- Handling Labour Laws – Minimum wages act, Payment Wages Act, Bonus Act, Gratuity Act and compliance and returns. Compliance with Labour Act authority visit requirement.
- EHS, GPCB, PCC
- Handling shop and establishment license and renewals.

Administrative Work

- Checking monthly financial statement of admin work
- Mess management and maintain guest house.
- Security management of various location
- Handling CCTV monitoring team
- Handling GPS tracking reports.
- Facility Management – Telephone and Intercom lines and Billing.
- Event Management of company.

Working on Hr. & Admin Help Partner System: -

Ramco, Matrix, CRM, KRA, Training Tools.etc.

Other:-achievements within this job

- ✓ Successfully implementation of the HR activities.
- ✓ KYC setting for all employees,
- ✓ Punching system for physical attendance,
- ✓ KRA for worker.
- ✓ Implementation of Employee Exist Interview.
- ✓ Introduced Soft Skill Development programmers for staff employee.
- ✓ Casual worker on roll.
- ✓ External Training Program
- ✓ Birthday Celebration
- ✓ Staff Welfare System,

Damodar Industries Ltd

HR Officer - Working From 23/03/2015 to 15/10/2016.

Job Areas

Recruitment and Selection :-

Taking Care of Joining formalities of the Employees , Co-ordination with the new joiners, Issuing the Offer Letter and explain the salary details, Employee Relationship, Other Employment Registration forms. Monitoring, recruiting, motivating the manpower & ensuring quality services in the market. Leading, mentoring & monitoring the performance of the team members to ensure efficiency in process operations and meeting of individual & group targets. Monitoring the overall reporting, execution and implementation from team.

Payroll:-

Taking Care of Complete Staff Data Base, Pay-roll processing , PT Calculations etc.
Payroll processing for monthly transfers of permanent, temporary and employees.
-Update salary record of new joiners
-Working on proposed package of new joiners and revised package of existing employees
-Resolve PT related issues
-Initiating the Performance Appraisal Cycles.
Policy Designing
Designed a standardized process for updating of data and ensuring accuracy of information.
Wrote employee manual covering issues including disciplinary procedures, code of conduct, attendance policy and benefits information, leave structure.

Employee Engagement:-

Business planning and analysis for assessment of revenue potential in business opportunities.
Arranging training workshops to develop new agents.
Interfacing with agents for understanding their requirements & suggesting the most viable solutions and cultivating relations with them for customer retention & securing repeat business.
Conducting Symposiums, coordinating the events and ensuring the desired output.
Various developmental activities for employee motivation and satisfaction.

Projects Handled

Summer Internship Project: - "Training Need Assessment"

Company Name: - Kokuyo Camlin Ltd.

- Project Brief:** -
- 1) To study the training need for employee.
 - 2) To identify the essential areas of training to be imparted to the employees by organization.
 - 3) To study the various benefits the employee as well as the organization receive through soft Training.

Extra-Curricular Activities

- Successfully Completed National Service Scheme Camp.
- Participated in 'SWACHHATA DOOT' training program conducted by UNIVERSITY OF MUMBAI.

Personal Details

Date of Birth: - 29th Oct., 1986

Marital Status: - Unmarried

Languages known: - English, Hindi, Marathi, Gujarati

Computer proficiency: - MS-CIT

Hobbies & Interests: - Sports, Music, Trekking and Travelling.

Permanent Address: - B-1 Royal Point, behind Guru Govind motors, Kacheri road, Palghar
(West) District - Palghar, PIN code – 401404.

Current Address:- C/O Vishwas Prakash Wawdhane

773 – Lohar Galli , Adgaon , District – Nashik, Pin code - 422003