

SIDDHI KADAM

Senior Executive HR

 9022711280/ 9773822106

 awatesiddhi759@gmail.com

 linkedin.com

EDUCATION

MMS in HR from Gahalot Institute of Management Studies

Diploma in Labour Law

B.Sc. Chemistry, Birla College, Kalyan

RELEVANT SKILLS

Recruitment

Attendance Management

Leave Management

Payroll Processing

Employee Grievances

Employee engagement

PF, ESIC, MLWF

Performance Management

ADDRESS

Sec 19 A, Nerul (East)
Navi Mumbai - 400706

MS Office proficiency
Payroll software proficiency

RESUME SUMMARY

Experienced Senior HR with 8+ years of experience seeking an HR role that allows for continued education and advancement. Eager to work at an organization with consistently high employee satisfaction

PROFESSIONAL EXPERIENCE

April 23 – Till Date

Senior Executive - HR

Adhiraj Construction Pvt. Ltd., Kharghar, Navi Mumbai

- Managed recruitment processes from writing job descriptions to reviewing CVs, interviewing and selecting talent using Job Portals like Naukri, Apna, indeed etc. Approached many Colleges for Campus recruitment
- HR Operations like Joining Formalities, Documentation, Maintaining Employee Database in Excel as well as in Software
- Coordinated onboarding and inductions for new joined employees.
- Taking care of Various letters i.e. Offer letters, Appointment Letters, Confirmation Letters Appraisals etc.
- Preparing various reports related to Payroll, Attendance, Leave etc.
- Managed payroll activities by reviewing timesheets, generating pay slips and processing payments in software as well as manual.
- Oversaw payroll administration, ensuring accurate and timely processing of salaries and benefits.
- Acted as point of contact for general HR enquiries across departments.
- Handling Performance Appraisal Process, Preparing Summary and reports of the same.
- Coordinating with consultant regarding the Statutory Compliances.
- Taking care of PF Transfer Claims, Basic Modification Details of Name change in PF, PF Withdrawal Process, Pension Withdrawal etc.
- Exit Formalities of Employees, discussing with the employees and updating the same in MIS, preparing their FNF Settlement and sharing with the Accounts Team for Taxation Process.
- Issuing Experience and relieving Letter to the Resigned Employees.
- Handling Employee grievances whether related to salary, Attendance, Leave, Absenteeism etc.
- Taking care of Employee engagement activities.
- Managed exit interviews.
- Maintaining HR Policies and Procedures.
- Assisting in Training and Development.
- Assisting in Other HR Activities.

Nov 18 – July 21

Senior Executive - HR

EOS Power India Pvt Ltd., Andheri, Mumbai

- Recruitment:** Coordinate with the Respective Department for manpower requisition, Identify the Source of Hiring, Interview of the Candidate, Preparing JD.

- **HR Operations:** Handling Joining Formalities, Employee Data Base, Leaves and Attendance Management, Confirmations, Performance Appraisals, Appointment Letters, Offer Letters etc., Attendance using Bio-Metric Software, Absenteeism, Leave Records.
- **Payroll & Attendance:** Preparing Attendance for payroll, Payroll Process, Absenteeism, Leave Updation, Arrears generation, Bonus cum Referral Payment, Fuel expenses etc. Generating various Reports related to Payroll and attendance.
- **Performance Management/ Appraisal:** Releasing KRA & appraisal form through systems, maintaining deadline, preparing the report based on ratings, processing for final appraisal process, preparing and issuing letters.
- **Exit Formalities:** Conducting exit interviews, share data with GMs & HOOs, Updating of exit employee status in HRMS., F&F Settlement.
- **Admin Activities:** Monthly processing of utility bills (Vodafone, MTNL, Xerox, Water bills, Electricity bills etc.), Company Lease rent payment and renewal of agreements. Renewal of Policies (Employee Mediclaim & Accidental Policies), issuing and maintaining Stationary Records, Handling vendors Like Housekeeping, Security, transportation, Xerox Etc.)

July 2015 – Oct 2018

Senior Executive - HR

DM Group, Vashi, Navi Mumbai

- Prepared detailed payroll reports for senior management, highlighting trends, anomalies, and forecasting future payroll costs.
- Responded to employee queries regarding pay slips, tax and deductions, providing clear and concise information.
- Conducted regular audits of payroll records to identify and rectify any irregularities or non-compliance issues.
- Processed monthly payroll for over 2500+ employees, adhering to strict deadlines and statutory requirements.
- Monitored changes in minimum wage, tax bands, and other statutory requirements, adjusting payroll settings accordingly.
- Calculated overtime, shift allowances, and holiday pay accurately, reflecting company policy and employment law.
- Maintained accurate records of employee pay structures and personal data.
- Kept employees informed about payroll with clear and accurate payment statements.
- Generate reports such as MIS reports, analysis reports, net pay register, statutory payment register PF, PT, ESI, TDS, LWF etc.
- Handling PF, ESI, & PT related issues.
- Handling PF Nomination, PF-Withdrawal and PF-Transfer.
- Recruitment, completion of joining formalities, attendance merging, salary distribution

Sept 2014 – June 2015

Senior Executive - HR

Population Service International, Thane, Mumbai

- *Responsible for joining formalities of New Joiners.*
- *Maintain the files of Employees.*
- *Giving Induction to New Employee*
- *Maintain MIS of Staff members (soft copy & Hard copy).*
- *Assisting the Assistant Manager in the activities of people department the respective location.*
- *Preparation and updating of contract database of all employees and making renewal letters post getting approvals from respective supervisors.*
- *Maintaining and updating the leave records of all employees on real time basis.*
- *Maintaining attendance and Payroll of Staff on Monthly basis*
- *Assist and facilitate in confirmations and contracts renewals.*
- *Facilitate exit/ clearance procedures of employees.*
- *Facilitates in timely preparation of HR reports and sharing with supervisors*
- *Assist in coordination of recruitments and maintaining databases*