

# 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 ne 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 Medclaim & 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*