

Gaurav Shirishkumar Varma

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Career Objective:-

"To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the firm to the best of my efforts."

HR SKILL

PROFESSIONAL EXPERIENCE

COMPANY: **Mahindra Integrated Business Solutions Pvt Ltd.** DESIGNATION : **Asst. Manager - HR**
EXPERIENCE: **Feb 2018 to Till Date** Current CTC :

JOB PROFILE:

Leading Team on the front –

- Managing 12 team members.
- Representing HR operating team to the Top Management.
- Leading HR operation team of Mahindra Group contract employees.
- Preparing tracker / reports on a daily / monthly basis.
- Preparing SOP of all operational activity.
- Handling & closely monitor entire HR operation.

Payroll & Statutory Compliance –

- Salary processing of above 4000+ Employees.
- Handling Salary Reimbursement Part.
- Collecting Attendance monthly basis of all employees.
- Punching of attendance in software for Salary Processing.
- Maintaining Leave Management.
- New Joining Employee entry in System.
- Generating ECR every month for PF.
- Full & Final Settlements of Employee.
- Maintaining Employees Personal Files.
- Maintaining Master Data File.

Joining and Induction

- Generation of Employee code, Employee ID Cards
- Preparation of Appointment Letter.
- Sending Introduction mail to all employees about new joining.
- Handle induction process of new employee.

Exit Formalities

- Conducting Exit Interview.
- Filing certain forms (related to exit of the employee).
- Issuing Reliving and Experience letter.

COMPANY: **IKYA HUMAN CAPITAL SOLUTIONS LTD**
EXPERIENCE: **Dec 2013 to Feb 2018**

DESIGNATION : **Payroll Executive**
Current CTC :

JOB PROFILE:

Payroll & Statutory Compliance –

- Salary processing of above 2500+ Employees.
- Handling Salary Reimbursement Part.
- Collecting Attendance monthly basis of all employees.
- Punching of attendance in software for Salary Processing.
- Maintaining Leave Management.
- New Joining Employee entry in System.
- Generating ECR every month for PF.
- Full & Final Settlements of Employee
- Maintaining Employees Personal Files.
- Maintaining Master Data File.

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Exit Formalities

- Conducting Exit Interview.
- Filing certain forms (related to exit of the employee).
- organising Welfare Party for the employee
- Issuing Reliving and Experience letter.

Recruitment

- Managing Recruitment building relationships with clients.
- Frequent interaction with the HR representatives of Clients for new requirements, interview-coordination and feedback.
- Demonstrated strong track record in recruiting candidates through various sources, which includes - referrals, job posting, mass mailing etc.
- Handling Junior & Middle Level positions.
- Screening, short listing of resumes on the basis of skills, work experience, educational background etc.
- Conducting First round of Interview over phone or at times by personal meet.
- Grooming candidates for Interview to ensure a high Success/Conversion rate.
- Negotiation of salary with Candidates and Following up with candidates till joining.
- Preparing tracker/reports on a daily basis.

*** Recruitment**
*** Exit Formalities**

*** Joining Formalities**
*** Payroll Management and Statutory Compliance**

COMPANY: HR- Excellence (Pune)
EXPERIENCE: June 2012 to Aug 2013

DESIGNATION : HR- Executive
Current CTC :

JOB PROFILE:

Recruitment

- Managing Recruitment building relationships with clients.
- Frequent interaction with the HR representatives of Clients for new requirements, interview-coordination and feedback.
- Demonstrated strong track record in recruiting candidates through various sources, which includes - referrals, job posting, mass mailing etc.
- Handling Junior & Middle Level positions.
- Screening, short listing of resumes on the basis of skills, work experience, educational background etc.
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- Generation of Employee code, Employee ID Cards
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Exit Formalities

- Conducting Exit Interview.
- Filing certain forms (related to exit of the employee).
- organising Welfare Party for the employee
- Issuing Reliving and Experience letter.

Payroll & Statutory Compliance –

- Salary processing of above 300+Employees.
- Handling Salary Reimbursement Part.
- Collecting Attendance monthly basis of all employees.
- Punching of attendance in software for Salary Processing.
- Maintaining Leave Management.
- New Joining Employee entry in System.
- Generating ECR every month for PF.
- Full & Final Settlements of Employee
- Maintaining Employees Personal Files.
- Maintaining Master Data File.

ACADEMIC QUALIFICATION:-

Certificate in Core-HR Practical Training, (from Pace HR Innovations Pvt. Ltd)
Sep 2013 to Nov 2013

Recruitment & Selection	Labour Laws	Payroll Processing: Practical Training on (Saral Pay Pack)
<ul style="list-style-type: none">▪ Job Portals▪ Sourcing▪ Feedback▪ Screening▪ Scheduling Interviews▪ End-to-end Recruitment Process▪ Induction and Joining Formalities	<ul style="list-style-type: none">▪ Form Filling Of PF/ESIC.▪ HRA▪ TDS Calculations▪ Professional Tax▪ Bonus▪ Deductions and Allowances▪ Gratuity & Pension▪ Break-up of Salary Components	<ul style="list-style-type: none">▪ MIS Reporting▪ Statutory Reports▪ Generating Pay slips▪ Attendance Management▪ Leave Management▪ Query Handling▪ End-to-End Payroll Process▪ ECR generation in PF

MBA (Master in Human Resource Development & Management)(2018)

University of Mumbai (MET College)

Master in Commerce (Management) (M.COM) (2012)

University of Mumbai

Bachelor of Management Studies (BMS)(2010)

University of Mumbai

Certificate Program in Insurance & Management (2010)

SEED Infotech Ltd.

Computer Knowledge: MS-Office, Zing HR, Ascent, MS-Excel (count if, if, nested if, vlook-up....) & Saral Pay Pack.

Personal Information:-

Date of Birth : 05 Dec 1989.
Gender : Male.
Marital Status : Married
Languages known : English, Hindi, Gujarati, Marathi.
Area : Borivali.