**AMIT KALIKAR**

E-Mail: amit.kalikar@gmail.com ~ Contact: +91 – 9004696660

**Targeting Assignments In:**

**⯍ COMPENSATION & BENEFITS ⯍ PAYROLL PROCESSING ⯍ HR OPERATIONS ⯍**

**Proven success in streamlining operations by planning & implementing advanced HR policies and Compensation & Benefits** **practices**

**PROFILE SUMMARY**

**Executive MBA (Masters in Financial Management)** offering **nearly 9 years** of rich experience in the areas of:

**- Compensation & Benefits - HR Operations - Payroll Processing**

**- Employee Engagement/ Welfare - System Improvement/ Automation - Statutory Compliance**

**- Query Resolution - MIS Reports/ Documentation - Team Management/ Trainings**

* Proficiency in implementing innovative & practical solutions pertaining to **Compensation & Benefits** such as reviewing existing practices and establishing a framework for linking performance appraisal system to reward management.
* Analyze and monitor staff effectiveness and make recommendations of changes which are cost effective and consistent with compensation trends and the market. Provide advice and guidance to management and employees on existing benefits.
* Research on compensation and benefit strategies and preparation of reports and proposals and recommendations for management consideration.
* Cooperate and actively communicate with the World-Wide Compensation & Benefits team on global compensation and benefits strategies
* Assisted in preparation and distribution of written and verbal communication to inform employees of benefits, compensation, and personnel policies
* An effective communicator with **excellent interpersonal,** **problem solving and leadership skills**; recognised for providing value added employee relationship services by resolving payroll related issues and ensuring satisfaction with the service norms
* Excels in **directing Payroll Functions** entailing computation of salaries, attendance, leave, fixed & variable entitlements, and deductions for loans with skills in validating the Input & Output and responding to employees queries
* Track record of adhering to SOPs, streamlining workflow and creating team work environment to enhance productivity; **undertook Process Enhancement/ Automation (PeopleSoft HRMS)** initiatives for improving the overall functioning of processes

**ORGANISATIONAL EXPERIENCE**

**Since Feb’17 : Celebinas Airport Services India Pvt.Ltd as Assistant Manager – Compensation & Benefit.**

**July’16 to Feb 17: Quality Kiosk Pvt. Ltd. (IT), Mumbai as Assistant Manager - Compensation & Benefit, HR Operation, Payroll**

**Apr’15 to July’16: Nielsen (India) Pvt. Ltd., Mumbai as Senior Executive - Compensation & Benefit, Payroll**

**May’10 to Mar’15: Syntel KPO, Mumbai as Assistant Manager - Compensation & Benefit, Payroll**

**Key Result Areas:**

* Providing assistance in the **Compensation & Benefits functions** in the HR Dept. like:
* Working out various remuneration, incentive & other rewards policies including pay packages for newly hired employees
* Compensation Surveys and bench mark Company structure with comparable Organizations.
* Analysing Compensation Structure, Review & Recommend Amendments periodically when necessary by Analysing Emerging Trends, Industry Norms &Practices.
* Constant monitoring, evaluating and benchmarking of Compensation and Benefits policies and practices to maintain competitiveness.
* Assist in Compensation fixation & recommend CTC offer to selected candidates for senior roles at Group Level.
* Preparing new increment grids for increments based on the previous increment grids, market trend & budget constraints.
* Implement a rewarding and competitive compensation and benefits policy for respective region
* Implementing KRA & KPI based Performance Management System and facilitating KRAs & Goal Setting at various levels
* Educate Managers and HR partners on Compensation and Benefits philosophy, policies and practices
* Formulating and coordinating for Group Gratuity, Bonus, PF & Superannuation Compliance
* Design and Maintain Benefits programs.
* Consult with and provide expert advice to HR Business Partners of sub-group Companies on Compensation and Benefits issues (e.g. annual increments, promotions and transfers)
* Working in close coordination with team members & the Finance Team for all **Salary (Payroll) Processing functions** such as:
* Generating employee’s CTC and Reimbursements as well as preparing the Monthly Salary Input File
* Calculating increments & incentives as per approved compensation strategy and forwarding inputs to Payroll for disbursement
* Reviewing data and creating new strategies designed to improve operating area performance & efficiency
* Provide analysis and produce analytic reports and presentation material.
* Liaising with bank during salary processing and **verifying all the Statutory Deductions** (PF, ESIC, Income Tax & Profession Tax)
* Preparing various **MIS reports & documents** to apprise management of day-to-day operations like the:
* Monthly Head Count Report
* Monthly Incentive Provision Report
* Monthly Wage Cost Provisioning Report
* Promotion Letter & Confirmation Letter
* Increment File
* Undertaking initiatives for **Process Improvement/System Automation** to enhance performance across functions like:
* Working on PeopleSoft HRMS & implementing the Payroll Module
* Understanding the User Requirements & explaining SOPs
* Assisting in the System Testing of C&B
* Facilitating effective internal communication and **ensuring timely resolution of Payroll Helpdesk queries;** resolving issues related to Income Tax Calculations, PF, Investments, Attendance & Website with the help of the system
* Reviewing & checking the attendance data as well as monitoring the reimbursement of Medical, LTA & Telephone expenses
* Monitoring **adherence to Statutory Regulations, Labour Laws & Compliances** including formulating Processes, Documentation & Business Control Checks and coordinating with Auditors for timely conduct of Internal & Statutory Audits
* Leading & monitoring the performance of team members to ensure efficiency in operations and meeting of individual & group targets; interfacing with other departments for ensuring smooth functioning of day-to-day activities

**Highlights with Syntel KPO & Nielsen**

* Effectively represented the team in various audits conducted across the year like Internal & External Audits
* Took initiatives **towards drafting new SOPs to ensure that the protocols are met without any deviations/errors**; innovatively designed new SOPs for various process like Payroll Processing, Increment, Budget & Attendance which led to an improvement in Monthly Payroll Processing
* Exhibited excellence in **working independently and within a team, managing peak periods of high demand**, performing under pressure & meeting deadlines, dealing with stress and motivating team members for achieving the desired results
* **Received Five Awards & Appreciations** on account of excellent performance while working in Syntel KPO
* Undertook cost saving measures by disseminating Soft copies of Increment Letters through System unlike physical copies that were sent before automation

**PREVIOUS EXPERIENCE**

**Jan’07 to Mar’10: TSR Darashaw Ltd. (Payroll Outsourcing Agency), Mumbai as Associate**

*Liaised between team members & the clients for all payroll related activities to ensure that all compliance norms and statutory requirements are met; facilitated Data Migration activities for new client (Process Study & Reports Requirement)*

**EDUCATION**

**Executive MBA (Masters in Financial Management)** from IES Management Collage, Mumbai University in 2011

**B.Com.** from Mumbai University in 2006

**IT SKILLS**

Windows, MS Office, & Internet Applications

**PERSONAL DETAILS**

**Date of Birth :** 11th August 1982

**Languages Known :** English, Hindi & Marathi

**Address :** C/o Dattaram L. Panindre, 302, Dattakripa Chs, Pakhadi Naka, Kharigaon, Kalwa, Thane - 400605

***Location Preference: Mumbai***