

# CURRICULAM VITAE

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## OBJECTIVE

- ◆ To work towards achieving the goals of the organisation.
- ◆ To become a proficient individual with a successful career.

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## PROFESSIONAL SYNOPSIS

- An incisive professional having **19 years** of experience in complete gamut of **HR functions** that had delivered strong ROI and had supported strategic corporate concerns. Adroit at:
 

<ul style="list-style-type: none"> <li>✓ Compensation Analysis, Benefits policy design</li> <li>✓ Payroll, HR Operations, Compliance</li> <li>✓ Performance management &amp; Annual Salary revision</li> <li>✓ HR Budget &amp; Costing.</li> <li>✓ New Company Transition</li> </ul>	<ul style="list-style-type: none"> <li>✓ Talent acquisition &amp; Employer Branding</li> <li>✓ Talent management &amp; succession planning</li> <li>✓ HR Policy &amp; SOP design.</li> <li>✓ Employee engagement.</li> <li>✓ Change Management strategies, communication</li> </ul>
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Professional Experience : Total 19 Years				
Sr.	Employer	Period	To	Designation
1	Join Ventures Pvt. Ltd.	24 <sup>th</sup> July 2023	Till Date	Manager
2	Reliance Brands Limited.	02 <sup>nd</sup> June 2022	19 <sup>th</sup> July 2023	Asst. Manager
3	Masadir HR Services Pvt. Ltd.	19 <sup>th</sup> Oct 2021	28 <sup>th</sup> May 2022	Director HR Operations
4	Star Group of Companies	4 <sup>th</sup> June 2018	15 <sup>th</sup> October 2021	GM - HR
5	Tops People Services Pvt. Ltd	16 <sup>th</sup> March 2017	6 <sup>th</sup> February 2018.	DGM – HR Operations & Compliance
6	Acuserve Integrated Facilities Pvt. Ltd.	15 <sup>th</sup> July 2016	15 <sup>th</sup> March 2017	Sr. Manager HR & Payroll
7	Lobo Staffing Solutions Pvt.Ltd.	5 <sup>th</sup> September 2011	12 <sup>th</sup> July 2016.	Manager HR & Payroll
8	Property Solutions (I) Pvt.Ltd. (Kalpataru Group Co.)	26 <sup>th</sup> December, 2005	3 <sup>rd</sup> September, 2011.	Sr. Executive HR
9	Dayanand Consultancy	2 <sup>nd</sup> June 2003	24 <sup>th</sup> December 2005.	Trainee

### **HR Operations**

- On boarding process for New Joiner: Issue offer letter, appointment letter, Reference Chek & Background Verification of candidate, induction, joining forms, arranging laptop, ID etc.
- Revamping the HR Operation process as per client requirement to meet business objectives of clients.
- Close interaction and providing active support to clients on driving HR operational activity & Recruitment activity & ensure enhancement of HR operational activity for smooth process
- Setup of New Clients as well as maintaining of existing old clients.
- Managing & Administrating Clients requirements like manpower supply, Payroll Management, Attendance and Leave Management.
- Co-ordinating with Clients various Spoc & HR for issue related to IR, Workmen's Grievances.
- Define and implement operations strategy, structure, and processes.
- Managing GMC & GPA related queries of the client & providing them support.
- Interview, hire, train, and mentor the operations management team.
- Oversee day-to-day operations to support the growth and add to the bottom line of an organization
- Responsible for Employee Exit process, Service Clearance, Exit Interview, ERP notification & a part of Full & Final Settlement preparation with relieving and service related documentation.
- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- Develop employee connect to proactively understand the issues, concerns of employees and take corrective action plan
- Implement improved processes and management methods to generate higher ROI and workflow optimization.

### **End to End Recruitment /Talent acquisition**

- Assessment and budgeting of the manpower requirement in consultation with heads of different functional and operational areas.
- Search resumes for the required position through, job portal, consultancy, job faire etc
- Prepare recruitment MIS report weekly & monthly.
- Building network for hiring.
- Selection & Recruitment.

### **Payroll Management with Compensation & Benefits**

#### **Proficient in Payroll & HRMS Software application such as SAP, Spine, Beehive, Web Pay, Orient Technology, Compuware, FoxPro**

- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Balances the payroll accounts by resolving payroll discrepancies.
- Processed a payroll of **7000 to 8000 employees** across pan India location centrally.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Manage time attendance, leave, processing Salary, incentives.
- Responsible for independently managing all day to day payroll activities including co-

ordination with the key internal teams as well as external payroll vendor to ensure an accurate and timely payroll on monthly basis.

- Ensure all Legal-Statutory Compliances are adhered to by the HR team members, in consultation with the Corporate Legal Team.
- Ensure all invoices are released on approvals, salary processing records and MIS details are updated in time, conduct regular audits to ensure strict compliance.
- Responsible for accurate and timely payment of applicable taxes and filing of related returns for TDS, PF, PT, LWF etc.
- Ensure timely input to the Banking / Treasury team for funding towards disbursement of salaries and tax payments.
- Coordinating for periodical actuarial valuation for employee benefits.
- Monitoring the preparation of Salary & Wages, Employees benefit like LTA, Bonus, Medical allowance, monthly Salary advance, Company Loan etc.
- Responsible for Employees separation process with regards to full & final settlement, rules and regulations for Gratuity & PF.

#### **Statutory Compliances / Liasioning:**

- To ensure fulfillment of all Statutory Compliances as required by the Labour Laws on Pan India basis
- Risk Mitigation & Compliances: liaison with external agencies, Govt. authorities, Regulatory agencies, etc.
- Liasioning with various Govt. Authorities such as PF, ESI, Deputy Labour commissioner.
- Manage Internal, External Audit and Compliance Audit
- Manage statutory Inspection, respond and close statutory notices
- Ensure smooth flow of Statutory Compliances like PF, ESIC / Workmen Compensation, PT, MLWF, Bonus, Minimum Wages & Mediclaim Insurance Formalities & solving employees grievances regarding the same
- Drafting of Show Cause Notice, Warning and Termination Letters.
- Filling and Maintaining Annual Returns under the Act.
- Maintaining various register as per the various Act at site or at corporate office.

#### **Strategy Planning & Various HR Practices**

- Implementing compensation plans, reward & recognition schemes, designing HR policies and communicating them across the organization at all levels.
- Formulating strategies and plans focusing on aligning HR with core business.
- Reviewed various policies and updated them as per the business needs.
- Prepared HR manual for Organization and Job description for various designation.
- Ensure maintenance of all personnel files, Personnel data & various HR /employees records.
- Apart from above responsibility involvement in other fields of HR according to the requirement of the company.
- Maintaining Human Resource Information System (**HRMIS**).

#### **Performance Management & Development**

- Handling entire Performance Appraisal process & identifying scope for enhancing the same.
- Form the appraisal forms, prepare the training needs and provide the necessary Feedback to the employees.

### **Employee Engagement**

- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by employees.
- Responsible for employee communication meets and Open houses.
- Counseling / grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction Survey and taking corrective measures.
- Make recommendations for services improvement.
- Organizing birthday celebration, reward and recognition program.
- Plan, initiate and implement Employees welfare activities like Annual Day Function, Picnic, Cricket Tournaments, Volley ball, Caroms Tournaments etc.

<b>ACADEMIC QUALIFICATION :</b>	
<b>Examination</b>	<b>Year of Passing</b>
B. Com.	March '2003
H. S. C.	Feb '2000
S. S. C.	March '1998

- ◆ Computers :

<b>PROFESSIONAL QUALIFICATIONS :</b>	
• MS Office (Word, Excel, Powerpoint), FoxPro, Tally 5.4 & 7.2.	
• Advanced Diploma in Business Administration Human Resource Management from Welingkar Institute with A+ Grade.	
• Post Graduate Diploma in Human Resource Management from Welingkar Institute. A Grade.	

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### **PERSONAL DETAILS**

Date of Birth	: 15 <sup>th</sup> November 1980
Languages	: English, Hindi & Marathi
Marital Status	: Married
Nationality	: Indian
Total Experience	: 19 years
Current Location	: Naigaon East
Current CTC	: Will be disclosed at the time of interview
Expected CTC	: As per Industry Norms

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### **OTHER DETAILS**

References	: Available on request.
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I hereby declare that above data mentioned is true as per my knowledge.

(Girish R. Patil)