

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.

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:
- ✓ Compensation Analysis, Benefits policy design
 - ✓ Payroll, HR Operations, Compliance
 - ✓ Performance management & Annual Salary revision
 - ✓ HR Budget & Costing.
 - ✓ New Company Transition
 - ✓ Talent acquisition & Employer Branding
 - ✓ Talent management & succession planning
 - ✓ HR Policy & SOP design.
 - ✓ Employee engagement.
 - ✓ Change Management strategies, communication

Professional Experience : Total 19 Years					
Sr.	Employer	Period		Designation	Reporting To
		From	To		
1	Join Ventures Pvt. Ltd.	24 th July 2023	Till Date	Manager	CPO
2	Reliance Brands Limited.	02 nd June 2022	19 th July 2023	Asst. Manager	Sr. Manager HR
3	Masadir HR Services Pvt. Ltd.	19 th Oct 2021	28 th May 2022	Director HR Operations	COO
4	Star Group of Companies	4 th June 2018	15 th October 2021	GM - HR	Managing Director
5	Tops People Services Pvt. Ltd	16 th March 2017	6 th February 2018.	DGM – HR Operations & Compliance	Vice President
6	Acuserve Integrated Facilities Pvt. Ltd.	15 th July 2016	15 th March 2017	Sr. Manager HR & Payroll	Director
7	Lobo Staffing Solutions Pvt.Ltd.	5 th September 2011	12 th July 2016.	Manager HR & Payroll	Vice President
8	Property Solutions (I) Pvt.Ltd. (Kalpataru Group Co.)	26 th December, 2005	3 rd September, 2011.	Sr. Executive HR	Manager HR
9	Dayanand Consultancy	2 nd June 2003	24 th December 2005.	Trainee	Manager HR

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 fair 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 & Medclaim 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.

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

◆ Computers :

PROFESSIONAL QUALIFICATIONS :	
• 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.	

PERSONAL DETAILS

Date of Birth : 15th 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

OTHER DETAILS

References : Available on request.

I hereby declare that above data mentioned is true as per my knowledge.
(Girish R. Patil)