

Adept in the field of Human Resources with 8 Years 10 Months of experience into Onboarding, Payroll, Statutory areas, (ESIC, PF), related areas.

WORK EXPERIENCE:

Feb/2023-Ongoing

Senior consultant Hr. Operations

Manpower Group Service India Pvt.Ltd.

- Handling statutory compliance like ESI, PF, and Labor Welfare Fund.
- Maintaining Form T and the wage register.
- Assisting the manager to get attendance for pay-roll activities.
- Preparation of letters like appointment letters, confirmation letters, relieving letters, transfer letters, promotion letters, etc.
- Client coordination
- Conducting induction programs for new recruits
- Updating all employee's personnel files.
- Issuing ESI temporary cards and smart cards and suggesting all benefits under ESI corporation.
- **Payroll specialist:**
- Run the monthly payroll for 1000+ employees.
- Reviewing the time sheets and attendance received from the software. Reconcile the attendance if there is any discrepancy.
- Uploading the attendance into the internal software "Zing HR" and validating the attendance.
- Receiving the variable components such as incentives, variable pay, bonuses, leave encashment, arrears, etc.
- Validate the pay-register if there is any deduction, i.e., one-time deduction, tax deduction, company margin, and GST.
- Preparing MIS reports.
- **Generalist (onboarding/off-boarding) :**
- Operation: Joining Formalities, Induction, and Exit Formalities: Introducing to their team members, assigning system and workstation, opening the bank account, setting up the employee's name in the biometric, issuing an ID card, issuing an offer letter, and issuing a relieving letter.
- Performance Appraisal: Responsible for performance appraisal as per company policy.
- Exit Formalities: To take over the assets of the company, a due application from their respective managers must be duly signed, along with clearance from the accounts department.
- Employee Relations & Grievances: Grievance pertaining to PF claims, queries related to Mediclaim and ESIC benefits, or any such grievance of the employees.
- Confirmation Period: Keeping track of all the new recruits and confirming them upon their completion of six months.
- Sending out the confirmation forms to all the respective department heads. Employee Engagement: Time-to-time updating of all the employees' insurance benefits details, updating new enrollments and deletions accordingly.

Marri Retail Pvt.Ltd.**Oct-2016 to Feb-2023****Hr. Executive**

- Associate connect- grievances handing.
- Documentation for all interview selected candidates.
- On time completion of onboarding process as per requirement without any deviation.
- Maintaining MIS reports as per requirement.
- Maintaining master data of all the associates on shift wise.
- Time office management work on attendance, absenteeism & attritions monitoring on daily basis and sharing the same reports
- Worked directly with HR to keep records updates, prepared detailed reports for management.
- Maintained employee banking information with accuracy and confidentiality.
- Researched employment tax laws to ensure company-maintained compliance
- Strategic supply chain planning
- On Boarding Process Generate the PBID

ARABINDO PHARMA Industries private limited**June-2016 to Aug-2016****Hr. Executive**

- Processed payroll for over employees on basis.
- Preparation of the payroll / salaries and issuing pay slips
- Update deductions in payroll packages like advances, loans and staff debits etc.
- Worked directly with HR to keep records updates, prepared detailed reports for management.
- Maintained employee banking information with accuracy and confidentiality.
- Researched employment tax laws to ensure company-maintained compliance
- Strategic supply chain planning
- On Boarding Process Generate the PBID

MASKON industries private limited**Sep-2011 to May-2013****Trainee Production**

- On Boarding Process Generate the PBID
- Processed payroll for over employees on basis.
- Preparation of the payroll / salaries and issuing pay slips
- Update deductions in payroll packages like advances, loans and staff debits etc.
- Worked directly with HR to keep records updates, prepared detailed reports for management.

Education**Ambedkar University**

Master of Business Administration (MBA) Pursuing

Osmania University

Bachelor of science (MBZC)

TECHNICAL SKILLS:

A Senior HR Consultant needs a blend of technical and soft skills. Key technical skills include proficiency in HR software, data analysis, and knowledge of labor laws and HR practices. Additionally, strong communication, problem-solving, and analytical skills are essential for effectively advising clients and navigating complex HR challenges.

STATUTORY OBLIGATION:

A senior HR consultant's statutory obligations involve ensuring compliance with all applicable labor laws and regulations.

This includes advising on policies, procedures, and practices to avoid legal issues and penalties.

- Preparation of Employee payrolls
- Computation of Statutory Obligations (i.e. PF, ESI & Profession Tax)
- Attention towards Statutory Payments (PF, ESI & Profession Tax Etc)
In time
- Preparation of Returns of PF, ESI and Profession Tax Etc.

COMPUTER SKILLS:

- Programming Languages : C.
- Packages : MS-Office 2007 & 2010, Apache Open Office, payroll software, Essl software, Far sight Payroll Software, Gyensis software and caterpillar software.
- Operating System : Windows Family.

PERSONAL TRAITS:

- Hard working person with the ability to communicate at all levels
- Dedicated and confident towards any assigned job
- Ability to complete assigned task within limited period

PERSONAL DETAILS:

Father's Name	:	MA. Raheem Khan
Mother's Name	:	Sabera Begam
Date of Birth	:	06 th August, 1986
Gender	:	Male
Nationality	:	Indian
Languages Known	:	English, Hindi, Telugu and Urdu
Address	:	H.No: 16-11-161
	;	2 nd Floor, Musharm Bagh, Near Aurora PG College, TV Tower, Hyderabad – 500036

Marital Status : Married

DECLARATION:

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date :

Place:

(MD. ABED ABDUL WAHED KHAN)