## Milan Chandar Bhujbal

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Panvel, Navi Mumbai 410206

**Human Resource**

➊HR operations ➋Recruitment ➌ Payroll Management ➍ Liaison & coordination

➎Training ➏Administration ➐ Statutory Compliance ➑Employee engagement

**Professional Experience: (Total 18 years = HR-5, Entrepreneur-8, Educator-5)**

**Entrepreneur Experience**

**Sept 13 to till now** **Sami Direct Marketing Pvt Ltd**

Achieved 4 International business tour including (**Hong Kong - Disney Land, Macau, Thailand)**

**!!! Association with HRIA, NIPM Raigad, HR Shapers and MTHR Global (Since 10 years).**

Aug 12 to Aug 13 **Amazon.in**  Bhiwandi

Designation: ERC - Associate

**Special Amazon !!!**

* Successfully handled Kronos depletion. 1st time in the history of Amazon it is deployed in India. Kronos is workforce management solutions in the cloud.
* Lead **5S** team for the office area
* Wonderful startup experience, Part of Bom1 FC Team.

June 11 to Aug 12 **VACman Pvt Ltd** Nerul

Designation: Sr. Executive-HR

June 09 to June 11 **FedEx Express**  Vashi

Designation: Corporate HR Executive

**Achievement :-** Handle payroll Audit with Ernst & Young**(E&Y)** and PricewaterhouseCoopers**(PwC) !!!**

May 08 to May 09 **Reliance** DAKC, Navi Mumbai

Designation: HR Officer in Payroll department

**Achievement :-** Updated & verified Education and Experience details of 9000 employees in SAP.

**Education**

**Professional Qualification:**

MBA-HR from Sikkim Manipal University in June 2010

B.Sc (Chemistry) from Mumbai University

**Computer Proficiency:**

Worked on SAP environment (SAP-HR)

### [Kronos: A Leading Provider of Workforce Management Cloud](https://www.kronos.in/kronos-leading-provider-workforce-management-cloud-solutions)

Time Office Software Saral Payroll, Advanced Excel

Successfully completed GNIIT software course (SQL, VB, Java, C++, etc...)

**Recruitment**

1. Updated Manpower requisitions forms
2. Sourcing the candidates, Screening and short listing, updated job posts, Handled Naukri Portal, Organizing walk-in and telephonic interviews
3. Preparation of interview schedules by coordinating with the respective departmental heads and the candidates
4. Negotiation of salary and conducting reference checks
5. General recruitment of Staff, Worker, Trainee employees and Contract Worker
6. Appointing Contractor for supplying Contract Labor and fixing their RATES etc.
7. Processed Employee joining formalities, PF, ESI and Other forms
8. Issuing Offer and Appointment Letter to new joined employees.
9. Maintaining MIS for the entire recruitment process

**Monthly report generation and reporting**

1. Updation of HRMIS
2. HR Monthly Report(includes Headcount Report and reconciliation, Organization Chart, attrition and Joining)
3. O.T. Reports, Salary Reports (Dept. wise, Branch wise) for Analysis.

**Salary Management and Payroll Processing**

1. Handled and prepared attendance of Staff, Contract Workers.
2. Handled the entire payroll process of approximate 1000+ employees.
3. Daily attendance record, leave/Compensatory off and O.T. records verification and calculation. Monitoring absenteeism and taking preventive measures
4. Responsible for opening Salary/Bank account in bank for new joined employees and transferring monthly Salary into bank.
5. Responsible to issue and record adjustments to pay related to Salary Advances and other Deductions
6. Solving all queries about salary and any other clarification of salary process
7. Prepared Bonus statement, records of paid Leave, Loans and advances to Employee, Monthly and annually reports
8. Co-ordinate in Increment work like preparing all India increment statements, issue Increment letters and Keep proper records.
9. Monitored PF, ESI, PT Calculations, Remittance and Fillings etc
10. Generated MIS for different analysis
11. Responsible for employee leave settlement including final settlements
12. Maintained the Contract Employees Payroll

# Payroll Activities in SAP

Taken care of basic hiring generating employee codes, ensured updation of personal data of new joiners means supplementary hiring

# Confirmation Appraisal in SAP

Administration of confirmation appraisal of employees on completion of probation period, tracking probation extension cases and issuance of letters and effecting changes in SAP

# Performance Appraisal in SAP

Preparation of list of eligible employees as per Appraisal Cycle, administration of appraisal related activities for Management employees, preparation and distribution of Increment / Promotion Letters and ensuring effecting necessary changes in SAP.

# Employee Benefits

Administration of Medical benefit to employees covered under the Group Medical Insurance Policy. Administration of Accident benefit to employees covered under Group Accident Insurance Policy

# Statutory compliance

1. All Compliance w.r.t. Contract Labour Act (Form I, V, Annual Return, Annual Contract Agreements)
2. All Compliance related to Provident Fund, ESIC, Gratuity, MLWF, Workmen compensation.
3. Preparation of holiday lists under the light of Maharashtra Industrial Establishment - Act 1963
4. Preparation of Form D for Maharashtra Labour Welfare Fund
5. Maintenance of registers and submission of returns under various labour legislations

**ESIC, Provident Fund**

1. Filling up Declaration and Nomination Form of new joined Employees,
2. Filling up Form No 10-C and Form No.19 for withdrawal of PF
3. Follow up with consultant to settle left employee claim on time or transfer the claim in new PF account.
4. Any other matter relating to PF(Form 20, 5IF, 10D),ESIC(Form 19 to 24and28)

**General Administration Work**

1. Appointed House Keeping Agency and Security Agency Fixing their Rates, coordination of House Keeping and Security work, managing their shifts
2. Maintained master employee database (both in soft form and files management)
3. **Accrued Gratuity Liability** as per AS 15 from Thanwala consultancy Services

# Liaison with various government department officials of PF, ESI, PT, Labour, Mathadi and Guard board Inspector etc.

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**Key Skills**

* Highly developed knowledge of HR verticals
* Strong written and oral communication skills.
* Strong ability to manage changing and conflicting priorities.
* Accurate data gathering and management techniques.
* Maintain confidentially with all levels of the organization including senior management and have access to sensitive non-public information.
* Advanced experience with Microsoft Office suite(Word, Excel, PowerPoint, Outlook and Internet Explorer) as well as aptitude for quickly learning other software applications.
* Excellent interpersonal skills, creative thinking, analytical insight and problem solving skills.
* Ability to multitask and work independently in a dynamic, changing work environment.
* Ability to apply flexibility and resourcefulness to problem solving and must be able to handle multiple tasks concurrently without losing momentum.

# Educator Employment

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| --- | --- | --- | --- |
| Sr. | Organization | Designation | Duration |
| 1 | MPASC College, Panvel | IT Lecturer | June 2007 to May 2008 |
| 2 | ICL School, Vashi | Computer Teacher | Nov 2004 to Dec 2006 |
| 3 | Palco Marine Services, CBD Belapur | Procurement Executive | June 2004 to Oct 2004 |
| 4 | Shivam Computer Class, Panvel | Administrator cum Faculty | April 2002 to Dec 2002 |
| 5 | Root to Net Computer Training Inst, Panvel | Faculty | Sept. 2001 to July 2002 |

**Strengths:**

* Honesty towards Profession
* Hardworking
* Self-confidence
* Punctual and well concerned about time.

**Personal Details:**

* Date of Birth : 10th November 1982
* Gender & Marital Status : Male & Married
* Languages known : English, Hindi and Marathi
* Hobbies : Dance, Chess and Reading

**Extra curriculum Activities:**

1. ‘C’ certificate from 6 Mah. BN NCC Mumbai ‘A’ GP, ASC College Panvel
2. Inter college chess champion.
3. Participated in “Rotary Youth Leadership Award” at J.H. Ambani School.