**KOMAL RAJARAM MAGDUM**

Mobile no.: - 9096945100, 8459702323

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Address: - Panvel,New mumbai.

**Career Objective:**

To achieve a challenging position in a desired organization, where I can prove my capabilities and strength in conjunction with organisation goals and objectives.

**Experience:**

1. **Officer HR at Odyssey Organics Pvt. Ltd. Mahad.**

**August 2022- present.**

* Recruitment, onboarding, joining formalities and exit formalities
* Preparation of offer letters, appointment letters, confirmation letters, relieving letters and experience letters
* Maintenance of employee personal files
* Maintaining the employee database and recruitment database
* Preparing and updating HR policies
* Managing and maintaining leaves and attendance records of employees
* Conducting employee engagement activities
* Working on employee PF and ESIC issue
* Organising daily and monthly meeting and make MOM of meeting
* Coordinate for PMS quarterly reviews.
* General administration.

1. **Payroll and Compliance Executive at SSS Management Consultants Pvt.Ltd.Sinhgad Road, Pune. October 2021- May 2022.**

* Managing payroll over 1000+ employees.
* Performing and monitoring monthly salaries.
* Preparing PF, PT, ESIC Challans, managing statutory compliance,
* Working knowledge of statutory legislation and procedure relating to payroll.
* Maintaining accurate records of payroll documentation and transactions.
* Submission of Annual Returns forms under labour laws.
* Responsible for all PF & ESIC related activities.
* Excellent working knowledge of Excel.

1. **HR field work trainee as a part of curriculum syllabus at WILO Mather and Platt Pumps Pvt. Ltd. Gokul Shirgaon MIDC, Kolhapur.**

* Time Office Activity
* Recruitment & Selection of Workers Category
* Monthly contract labour compliance checking
* Maintain registers and records of all contractors
* UAN generation of newly joined employees
* Generation of ESI e-pehchan card, preparation of PF & ESIC challan
* Contract creation and updating progress report of BOATs apprentice trainees
* Verbal and Non-verbal communication

**Educational Qualification:**

* 2019-2021 MSW in Human Resource Management & Labour Welfare from CSIBER Kolhapur (Shivaji university, Kolhapur) with 7.70 CGPA(76.28%).
* 2012-2015 Bachelors of Science in Chemistry from Shivaji University, Kolhapur with 72.7%

**Skills:**

* Verbal & written communication skills.
* Proficient in use of MS Office
* Excellent in use of MS Excel
* Capable of using PF ESI portal
* Teamwork
* Honest and hardworking
* Attention to details
* Adaptable to learning environment

**Project Work:**

**Topic:** Analysis of awareness of employees about social security legislation.

**Company:** Wilo Mather & Platt Pumps pvt. Ltd., Kolhapur.

**Hobbies:**

* Learning New Things
* Making Food
* Listening Music

**Strengths:**

* Learning Agility
* Responsible
* Self-Motivated
* Hard Working

**Participation in Extra & Co-Curricular Activities:**

* Rural camp as part of MSW curriculum and PRA map of village.
* Voluntarily Participated in Maharashtra State TB Survey 2020 in Kolhapur Area
* Attended one-day seminar on ‘legal awareness program’ sponsored by National Commission for Women, New Delhi.
* Attended Student Development Programme of HR Forum India, Kolhapur
* Certificate Course in Master Class in Advance Excel by Safejob
* HR Generalist course by HR Topper
* Top HR skills and hands-on payroll and compensation course by UDEMY
* Completed course on ONBOARDING PROCESS by HR Buddy.

**Personal Details:**

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| Husbands Name | Mr Shivkumar Krushnat Kadam |
| Date of Birth | 15th July 1994 |
| Gender | Female |
| Marital Status | Married |
| Languages Known | English, Hindi, Marathi |

Place: Pune Komal R Magdum