RESUME

NITIN ANANT MISAL

At-Nimbode, Post &Taluka – Khalapur, Dist Raigad, Maharashtra 410202

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**Objective**

To Work in leading knowledge enterprises, with a work environment that allows work independence & inspires excellence & a corporate that nurtures talent & fashions careers in a fast forward mode & to apply my immense knowledge confidently to achieve the goal by means of hard work & dedication.

**Career Profile**

* More than 7 Year experience in HR & Admin.
* Knowledge in MS-Office, Tally 6.0, SAP & Biometric Attendance.
* SAP HRA model Completed Structures in HCM OM, Personnel Administration, Time Mgmt. Payroll, Recruitment, Personnel development Training & Event management.

**Personal Strength**

* Good Communication and interpersonal skill.
* Conﬁdent and hard working.
* Sincere towards given assignment and ability to achieve best.

**Education**

* PGDM-HR & Administration in 2018 with First Class from TATA Institute of Social Science.
* MA in Economies in 2011 with 63% from Pune University.
* BA in Economies in 2008 with 55.55% from Mumbai University.

**Experience**

* Working with **M/s Jindal Stainless Steelway Limited**, At Additional Patalganga MIDC Industrial Area,

As a **“Jr. Officer HR & Administration”** from .**17.03.2015** to **till Date.**

* Worked With **M/s Goradia Special Steels Ltd.** At Savroli.

As a “**Personnel & Administration Officer”** From **15.03.2013 to 14.03.2015 (2Years).**

* Work with **M/s Shri Bag Co-Operative Grahak Mandal**( **Alibag)** at Lodhivali.

As a **Supervisor from 11.07.2011 TO 26.02.2013(2 Year).**

**Job Description**

* **Payroll Management**
* Understanding of basic compensation methods and techniques.
* Monthly payroll sheet preparation, ensuring payroll timelines.
* Error payout cycle.
* **Attendance Management**
* Daily Update and management of attendance management system.
* Tracking of monthly attendance of all employees.
* Data analysis on monthly attendance to take out trends and insights.
* Maintain Leave Records EL, SL & CL & CO.
* **Compliances**
* Contract labour compliances as required under various labour laws to be tracked and maintained.
* Daily Update and management of contract labour attendance system.
* Activate new employee UAN & ESIC number & solve PF related problem.
* **Administration of Employee Welfare**
* Planning and procurement of welfare items for employees.
* Planning and execution of employee engagement activity calendar, driving employee engagement in plant.
* Canteen end to end management and resolution of issues.
* Management of grievance portal, tracking and resolution of employee grievances.
* End to end management of Occupation Health centre, conducting regular employee health check-up and maintenance of important health records.
* Planning and execution of wellness activities.
* Maintain daily housekeeping check list.
* Maintain daily safety report as per guidelines.
* Maintain monthly report of Company visitors.
* **Recruitment and Employee Life Cycle**
* First level screening and data collection for candidates.
* Joining and exit formalities of employees to be completed.
* Update and management of employee HRMS. Portal.
* Planning and execution of various interventions to improve employee life cycle.
* Maintenance of employee data.
* **Training and Development**
* Identifying training needs of employees.
* Planning and execution of trainings as per training needs identified.
* Rolling out development programs for employees.
* **Reporting**
* Maintaining and updating various HR reports and MIS.
* Trend analysis of reports to gain insights into HR processes and suggest improvements.
* Data integrity to be maintained for auditing.

**Objective**

Date of Birth **:** 16/06/1984

Marital Status **:** Married

Nationality **:** INDIAN

Known Languages **:** Marathi, Hindi, English Hobby **:** Singing, Playing,

**Date: Signature:**

**Nitin Anant Misal**