

KOMAL RAJARAM MAGDUM

Mobile no.: - 9096945100

Email ID: - rmkomal95@gmail.com

Address: -Palava City, phase 2, Dombivali

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. Junior Officer HR at Odyssey Organics Pvt. Ltd. Badlapur. August 2022- present.

- End to end recruitment, onboarding, joining formalities, induction and exit formalities
- Generation of offer letters, appointment letters, confirmation letters, relieving letters and experience letters
- One to one meeting with employees for building good relationship
- 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 by using KEKA HRMS software
- Conducting employee engagement activities
- Working on employee PF and ESIC issue
- Organizing daily and monthly meeting and make MOM of meeting
- Coordinate for PMS quarterly reviews.
- General administration.

2. 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
- Keka HRMS software
- 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 Safe job
- 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.
- Got stand-out performer of the year award in 2023 (Odyssey Organics Private Limited)

Personal Details:

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

Date- 05/04/2024

Place: Palava City, phase 2, dombivali

Komal R Magdum