

# **KOMAL RAJARAM MAGDUM**

Mobile no.: - 9096945100

Email ID: - [rmkomal95@gmail.com](mailto:rmkomal95@gmail.com)

Address: -Palava City, phase 2, Khoni Palava, 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- March 2024.**

**(August 2022 to February 2023 – Mahad Factory after that shifted to head office, February 2023 to present)**

**Promoted to Officer HR: April 2024 - present**

- End to end recruitment: sourcing candidates on various portals, onboarding, joining formalities, induction and exit formalities. (Mfg. (Production, QC, Engineering etc.) and sales)
- Generation of offer letters, appointment letters, confirmation letters, relieving letters and experience letters and other letters as per requirement
- 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 and SOPs
- Managing and maintaining leaves and attendance records of employees by using KEKA HRMS software
- Co-ordinating for comprehensive health insurance plan.
- 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
- Working on organisational chart

### **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
- Cooking
- 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 (Prod. Manager DFPCL)
Date of Birth	15 <sup>th</sup> July 1994
Gender	Female
Marital Status	Married
Languages Known	Hindi, Marathi, English

Date- 25/05/2024

Place: Palava City, phase 2, dombivali

Komal R Magdum