

**ABHISHEK**

**HR & PAYROLL ADMINISTRATOR**

[**Abhishek-393453@2freemail.com**](mailto:Abhishek-393453@2freemail.com)

**ABOUT ME**

I am a Human Resources Professional, **CERTIFIED in UAE LABOR LAW by K.H.D.A, DUBAI, U AE**. As I am eager to learn new skills and would be interested working with a stable or growing company where I will able to utilize my professional experience to achieve organizational and simultaneously I will also appreciate to take new challenges to extend my potentials which will help in my personal growth and development.

**PROFESSIONAL SKILLS**

* Experienced in payroll operations with consideration of applicable statutory compliances, earnings & deductions.
* Experienced with bulk hiring, walk-ins, recruitment through various modes of recruitment.
* Experienced in man days and cost analysis as per prescribed HR budget.
* Experienced with end to end employee life cycle from on boarding till full and final settlement, including; Induction, Orientation, performance reviews, training and development, full & final settlement.
* Successfully implemented employee policies on the basis of operational requirement.
* Expertise in implementation of HRMS systems from manual operations to ERP systems for reducing manpower cost.
* Experienced with organization design and development of organizational structure.
* Experienced with talent acquisition and performance management processes and its implementation.
* Experienced with admin work including; vendor management, stock management, appointment scheduling, hospitality management.

**INTERPERSONAL & TECHNICAL SKILLS**

**☑**Proficient MS Excel, word, Power Point skills**☑**HRMS systems/ERP**☑**ability to manage sensitive issues **☑**Ownership & Responsibility **☑**Oral & written communication skills **☑**Leadership & Administrative Assistance **☑**Time management **☑**Team work **☑**Patience & Self Motivator**☑**Integrity **☑**Dedicated toward commitment **☑**Ability to adept new work Environment**☑**Understanding towards priority and diversity of work pressure **☑** Active Listener & learner **☑**Ability to coordinate with various internal and external departments.

**ORGANIZATIONAL DETAILS**

**HEALTHCARE LIMITED, NEW DELHI, INDIA (JUL 18 – JUL 19) PAYROLL EXECUTIVE**

**Vibes Healthcare Limited** is Wellness & Beauty Services provider, having multiple branches in New Delhi NCR, Kolkata, Hyderabad, Bangalore, Ranchi, Patna and Bangladesh. I have worked as an Independent HR Professional executed payroll and HR operations for 700+ employees including; Induction and orientations, Payroll Processing, Performance Management, Employee Engagement activities, applicable labour laws, Exit management, Grievance Handling.Here I have taken opportunity to implement HRMS system for PMS, Salary, Time Manager. I was reporting to CFO for payroll functions and Joint Managing Director for HR functions.

**INDUSTRIES LIMITED, HAPUR, UP, INDIA (MAY 18 – JUL 18) PAYROLL EXECUTIVE**

**Merino Industries Limited** is a manufacturer of Laminates, Potato Flakes (Veg-it), furniture products, having 6000+ employees all over India, where I was situated in Hapur, Ghaziabad unit-1. I used to Serve here all payroll administrative responsibilities including employee record management, industrial relations, assurance to manage applicable statutory compliance as per various labour laws (PF Act, ESI Act, Gratuity Act, Compensation & Benefit Act etc.), Exit Management of Employee, Payroll processing, Manpower deployment for 600+ employees. Apart from that I was also involved in Employee welfare, organising event like Shop floor quiz, uniform distribution, HR audits for client, employee engagement activities.

**FINSERVE PRIVATE LIMITED, GURGAON, INDIA (JUL 14 – MAY 17) H R EXECUTIVE (OFF ROLL)**

**F6 Finserve Private Limited** was a stock broking company, where I have worked for Salary processing, On-boarding, Induction, Grievance handling, Vendor management, Procurement, Reception, Secretarial work under high pressure environment.

**EDUCATION & CERTIFICATION**

**☑MASTERS OF BUSINESS ADMINISTRATION** (PURSUING ONLINE FROM IMTCDL, GHAZIABAD, INDIA)

**☑CERTIFICATION IN UAE LABOR LAW** (FROM LEARNER POINT, CERTIFIED BY KHDA, DUBAI)

**☑BACHELORS OF BUSNESS ADMINISTRATION** (FROM JIWAJI UNVERSITY, GWALIOR, INDIA)

**☑CERTIFICATION IN H R GENERALIST** (FROM SLA CONSULTANTS, NEW DELHI)

**☑CERTIFICATION B1 IN GERMAN LANGUAGE** (FROM THE GERMEN LANGUAGE SCHOOL, NEW DELHI)

**PROJECTS**

PMS IMPLEMENTATION(DEVELOPED BY IT DEPT. OF MERINO)

ORANGE HRMS IMPLEMENTATION(BOUGHTFROMORANGE PAYROLL)

**PERSONAL INFORMATION**

Nationality : Indian

Date of birth : 11th August 1986

Language : English, Hindi, German

Visit Visa Validity : Till 26th Oct 2019

**HOBBIES**

NETWORKING, LEARNING NEW SPOKEN LANGUAGES, SINGING, READING, SPORTS