

Hruddhi R. Mirashi

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Seeking an important a challenging role in an organization where I can use by abilities and skills to the maximum.

Work Experience

Organization: WAM India Pvt. Ltd.

Designation: Executive - HR

Period: November 2015 – March 2019

(Nov. 2015 to Mar. 2017 – Part time and Full Time after Mar 17)

The Italian WAMGROUP, worldwide leader in developing and manufacturing equipment and plant components for bulk solids handling and processing, has been represented in India by its own subsidiary since 1996. Apart from being responsible for distribution of the WAMGROUP product range in India, Sri Lanka, Bangladesh and Nepal, WAM India is the Group's manufacturing hub for the subcontinent.

Roles and Responsibilities:

- Assist the HR manager in payroll of employees (both grades – Staff and Workers)
- Calculating Over-Time
- Assisting the HR Manager in statutory compliance – like Form no. 17,19,and 20
- Maintaining personal files of all employees
- Assisting the HR Manager in induction process
- Assisting HR Manager in ISO Audits
- Assisting the HR manager in various other HR operations like celebrations, trainings etc.

Organization: Simran Motors Pvt. Ltd.

Designation: Executive - HR

Period: September 2022 – Till date

- Processes timesheets and forms and maintains salary variations on a fortnightly basis including all allowances, commencements, terminations, leave and other relevant information on the computerized database in current and accurate form.
- Balances and reconciles fortnightly payroll output, including generation of documentation to Finance.
- Attends to personnel and payroll enquires as necessary.
- Prepares reports and correspondence and undertakes other administrative tasks, related to the full range of day -to -day and cyclical personnel/payroll functions.
- Reviews employees' entitlements (leave credits and accruals) ensuring that the information is correct on the system through a systematic audit process.
- Salary Calculation of all group
- Staff Salary Process - (Attendance, Expenses & Bank Transfers or Cheque)
- Exit Interviews
- Looking for Advance & Loan Applications and deducting the same
- Arrears Calculation

- Full & Final Settlements
- Applying for PF Settlement & Claims
- Statutory compliance.
- TDS Calculation.
- ESIC.
- Payroll compensation.
- Leave Management.
- Tax Calculation.

Computer Knowledge

- Expert in excel (Use of VLOOKUP and conditional IF statements)
- In depth knowledge of payroll software – Spine (HRMS & Payroll) & HR Matra
- Expert in basic use of Microsoft Office (MS-CIT)

Academics

- Executive MBA (HR) from ITM Institute 2022
- B.M.S. (HR) from Mumbai University in 2017.
- H.S.C (Science) from Mumbai University in 2014
- S.S.C from Maharashtra Board in 2012

Personal Details

- **Languages Known:** Hindi, English, Marathi
- **Address:** Plot No. D/32 , Sector 12, Kharghar, Navi Mumbai, 410210, Maharashtra