**Resume**

**SWAPNIL PIPADA**

**Mobile:** 7722008131

**Email:**[swapnilpipada@gmail.com](mailto:swapnilpipada@gmail.com)

To excel as a 7 years of professional experience in a growth oriented organization, where I can use my competencies effectively and contribute to the organization’s business goals.

**Professional Experience -:**

1. **COMPANY:** More Retail Limited. **(**MORE)

**DESIGNATION:** Officer – Human Resources (West Zone –Maharashtra) Branches-24 & Distribution Center (Employee Strength – 600)

**DURATION:** July 2017 to Till Today

**Profile-:**

Recruitment, Selection, Joining, Induction-:

* Involved in sourcing through Referrals, Consultants, Jobs Sites
* Joining Formalities
* Preparing and issuing offer letter
* Facilitating filling up personal dossier for Full Timer, Flexi Resources& Contract Manpowers
* Preparing and issuing appointment letters
* Preparing Induction Program for new Joinee & Apprentice
* Explaining Company Policies & Procedures in induction programme
* Coordinating with the concerned department for the smooth placement

Time Keeping-:

* Generating daily, monthly attendance report, late arrival report.
* Enrolling new employee in the biometric machine

Salary Processing-:

* Validating Master Database
* Processing Salary for 500 Employees
* Updating New Joinees & Resigned Employees Database

Full & Final Settlement-:

* Preparing Full & Final Settlement of Employees per week
* Validating the Deductions, Advance Paid, ESIC, PF and Recovery if any
* Preparing Full and final settlement Sheet for the resigned Employee.

Statutory Compliance-:

* Preparing reports of ESIC, PF and PMRPY
* Validating the ESIC, PF and PMRPYDeduction of Present and Resigned Employees through ECR

Solving Employee Queries-:

* Solving the Employees queries related to Salary, Tax Declaration and queries related to Salary, EISC registration related queries.

Employees Engagement Program-:

* Arranging ESIC Camps, Celebrating Birth Days, Employee Rewards & Recognitions, Fun at Work, Organizing Picnics, parties etc.

Handling Personal Files-:

* Maintaining Proper Database for each Employee
* Updation of Promotion Letter, Transfer Letter, etc

HRIS and MIS-:

* Updation in HRIS of New Joinees, Transfer, Promotion and Resigned employees.
* Flashing daily and weekly manning dashboard & monthly payroll MIS.

Vendor Management-:

* Track manpower gap and take followups for full-fill the gaps.
* Processing vendor bills and arrange quarterly audits for Statutory Compalcnes.
* Flashing compliance dashbord Monthly, Quarterly and Yearly.

1. **COMPANY:** Aditya Birla Retail Limited. **(**MORE)

**DESIGNATION:** Executive HR / Zonal – Human Resources (West Zone –Maharashtra) Branches-22 (Employee Strength – 400)

**DURATION:** February 2014 to July-17

**Profile-:**

* Employee joining formalities.
* Scheduling Induction programmes for new joiners.
* Processing salary through biometric attendance.
* Preparing Dashboard & MIS Report daily and monthly.
* Processing Full & Final settlement for left employees
* Tracking statutory complainces details Monthly & Quarterly

1. **COMPANY:** Shree Job Placement Consultancy

**DESIGNATION:** Senior Recruiter

**DURATION:** March 2013 to Feb 14

**Profile-:**

* Sourcing Profiles from portals, social media, database, employee references & through external resources.
* Pre Screening, Technical Screening & Short listing of candidates.
* Regular interaction with recruitment partners, sharing requirements, screening profiles & providing timely feedback.
* Planning and coordinating Recruitment drives (Walk-ins, Scheduled Drives, and Referral Drives).
* Scheduling interviews, coordination with Hiring Managers & Candidates.
* Post interview follow-up with the candidates.
* Preparing Offers for the selected candidates.
* Post offer follow up with the candidates until joining.

1. **COMPANY:** Max Hypermarket India Pvt. Ltd. **(**SPAR**/**AUCHAN)

**DESIGNATION:** Assistant HR & Admin

**DURATION:** February 2011 to February 2013.

**Profile-:**

* Supporting in Recruitment process.
* Preparing joining formalities.
* Maintain personal files &trackrequired document.
* Prepare the attendance & process for the salary accordingly.
* Process invoice as per required compliances. i.e. ESIC, P.T., PF, LWF Challans.
* Supporting ESIC related query & concerns.

**Academic Profile-:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **College / School Name** | **Degree** | **Major** | **Date Acquired** | **Grade/ Percentage** | **University/**  **Board** |
| 1 | Imperial College of Engineering & Management Research, Wagholi | MBA | Human Resources | Jun-17 | 63% | Pune University |
| 2 | Bharitya Jain Sanghatna College, Wagholi | B.COM | Costing | Mar-13 | 56% | Pune University |
| 3 | Vidyadham Higher Secondary College, Shikrapur | HSC | Commerce | Feb-09 | 48% | Maharashtra Board |
| 4 | VidyadhamPrashala, Shikrapur | SSC | NA | Mar-07 | 49% | Maharashtra Board |

**Personal Synopsis-:**

Date of Birth : 11th Feb.1991.

Present Address : A/P- Shikrapur, Tal- Shirur, Dist- Pune.

Permanent Address : A/P- Shikrapur, Tal- Shirur, Dist- Pune.

Languages Known : Marathi, Hindi, and English

Contact Details : +917722008131

**Declaration-:**

"I hereby declare that the above mentioned information is true to the best of my knowledge and belief"

**Swapnil S Pipada**