



## KUMUD N. RATHOD

Contact: +91-9892026559

E-Mail: kumud1570@gmail.com

Result-oriented professional with **nearly 20 years** of experience comprising over 5 years of experience in **HR Management in PMS & Compensation Benefits & Rewards** and 13 years of experience in Finance & Accounts; targeting assignments in **Human Resource Management in PMS & Compensation Benefits & Rewards** with an organization of high repute  
Location Preference: **Mumbai**

- worked on **SAP- SAP SUCCESS FACTOR (HR, E.C,PMS, Compensation & Benefits,On boarding, FICO)**

### PROFILE SUMMARY

- Managed the **development & implementation of performance appraisal program** as well as core competencies, core values & key performance measures into performance appraisal system
- **Managed all compensation programs** including performance-based annual bonus, performance management process, salary reviews & surveys, job analysis & evaluation, and reward & recognition
- Recruitment & On boarding Led entire employee lifecycle management
- Prepared **Organisation Chart using VISIO**
- **Prepared & forwarded MIS reports, HR budgets and analyses** to senior managers for decision-making
- **Managed AP & AR Processes;** supervised the timely & accurate processing of invoices, purchase orders, expense reports, credit memos & payment transactions and ensured efficient processing (payment allocation, reconciliation & month-end reporting) of company receivables through SAP
- **Used SAP System** to update timely payment as per payroll process including employee confirmation, re-designation, transfers, promotions, F&F process, and so on.
- Ensured compliance, **filled & processed periodic service tax / TDS returns** on-time & with accuracy, conducted tax assessment and maintained tax audit data

<b>Performance Management</b>	<b>Appraisals/C&amp;B / Payroll Operations</b>	<b>Hiring</b>
<b>MIS Reporting / Budgeting</b>	<b>SAP-HR, FICO &amp; MM Module, Concur</b>	<b>Taxation / Auditing</b>
<b>Finance &amp; Accounts</b>	<b>Account Payables &amp; Receivables</b>	<b>Team Management</b>

### ORGANIZATIONAL EXPERIENCE

Since Apr'07 with Prism Johnson Limited (Formerly Prism Cement Ltd.) H & R Johnson India Division., Santa Cruz (East) –Mumbai -400 098.

#### Growth Path:

Apr'07-Feb'16: Accounts Assistant Manager

Since Mar'16: Human Resource Assistant Manager

#### Key Result Areas:

##### As Human Resource Assistant Manager –Hr Operations, Recruitment & PMS, Compensation & Benefits:

- Primarily accountable for **Policy and compensation related matters(nearly 2000 Employees)**
- Formulating the Salary Structure for various Grades.
- Restructuring the Salary Structure as and when required.
- To ensure harmonization of terms, conditions, pay and benefits across BU employee population
- Implement and manages the recruitment processes & procedure
- Participates in Individual Recruitment Process, discussing staff needs with line
- Creates, Implements and manage local on boarding plans.
- Ensures all relevant documentation is prepared and processed as part of the hiring and on boarding process.
- Coordinates the annual goal setting, KPI and Performance Management Cycle.
- Participate in Performance Management and Employee Evaluation.
- As appropriate Core Member in rolling out the Role Classification system for Pan India.
- Independently rolled out the Role Classification System for Sri Lanka.

- Coordinating with senior members of the management for **designing the incentive plan.**
- Working towards the **Promotion and Increment exercise.**
- Maintaining the HR Statistics data for Management.
- Managing employee hiring process; recruiting effectively for new & existing processes by establishing robust processes and ensuring timely availability of people resources with right skill sets in the most optimal & cost effective way
- Preparing HR MIS reports & employee budgets and maintaining employee data / attendance / performance.
- Conducting data reconciliations and maintaining tax audit data
- Monitoring salary variances and ensuring error-free payroll
- Implementing standard sales and marketing incentives aligned to business objectives and a series of benefit changes including outsourcing pension administration and investment decisions, flexible salary packaging, death and disablement insurance

#### **Implementing Performance Appraisal Management system:**

- Goal setting & Budgeting & MIS.
- Drive HR annual budget process.
- Plan and design the Goal setting Guidelines.
- Drive KRA Audit
- Proactively manage the Process Communication at every phase of the process.
- Performance Appraisal, Promotions & Mid-Year Review.
- Plan and design the process guidelines.
- Drive the process as per the plan effectively with timelines.
- Support the HRBP in Facilitating the Panel/HOD review discussions.
- Proactively manage the Process Communication at every phase of the process.

#### **Highlights:**

- Merit of being **rewarded for delivering best performance** in 2017
- Played a major role in maintaining employee confirmation, re-designation, transfers, promotions, F&F process and timely payment as per payroll process **in SAP System**
- Actively taking part for the launch of numerous employee engagement programs , sports carnival, fun on floor, community relations, family day, rewards & recognition which increased employee drive and commitment
- Streamlined new employee hire process by eliminating non-value driving activities and negotiated favourable rates with vendors thus saving recruiting costs

#### **As Accounts Assistant Manager**

- Planned & executed monthly / quarterly / annual closure schedules; provided monthly financial statements; administered the monthly closing process
- Managed all Indian tax compliance and submissions covering corporate tax, service tax and withholding taxes including tax returns, internal reporting and tax accounting
- Developed monthly bank reconciliation statement, conducted intercompany reconciliation & vendor reconciliation with advance booking & payment and managed export accounting
- Supervised TDS payment processes, generated TDS Challan, TDS certificates & service tax payment, managed quarterly E-TDS filling & returns and filled service tax returns
- Performed MIRO for invoice booking, payment process and vendor clearing; updated assets capitalization & assets retirement process in SAP
- Conducted overseas invoice booking regarding payments & collections along with reconciliation of export vendor accounts
- Monitored internal scrutiny of general ledger to assess compliance with TDS & income tax related assessments
- Contributed in accounts payable, tax assessment and other reconciliations
- Cemented customer & vendor relations; liaised with upper management, debtors/creditors and other key stakeholders

### Highlights:

- **Rewarded for delivering best performance** in 2017 and 2015
- Drove month-end, quarter-end, and year-end closing periods for 1300 corporate entities
- Maximized employee productivity by ensuring the processing of 100% of vendor invoices on time

### Sep'04-Apr'07 with Ruby Mills Ltd. as Senior Accounts Executive

#### Key Result Areas:

- Managed accounts payables & receivables; reported on status of collection and supplier payment as per budget
- Created E-TDS returns of quarterly fringe benefit tax and service tax details
- Responded to ex-auditors and resolved their queries
- Developed cash flow, payment budget, fund flow, bank balance statement and bank & stock reconciliation statement
- Scrutinised debtors & creditors and reviewed general ledger up to finalisation

### EDUCATION

- Pursuing PGDM (HR & Finance) from Welingkar Institute, Mumbai
- M.Com. from Mumbai University, India in 1999
- B.Com. from Mumbai University, India in 1992

### PERSONAL DETAILS

Date of Birth: 15<sup>th</sup> December 1970

Languages Known: English, Hindi, Gujarati & Marathi

Address: 401, Sharad Rajani, Ashok Chakraborty Road, Ashok Nagar, Kandivali (East), Mumbai-400101

### REFERENCES

- **Ms. Anuradha Sawant**

- Designation : Senior General Manager –HR
- Company's Name : Prism Johnson Limited (Formerly Prism Cement Ltd.,) H & R Johnson India Division.
- Cell Phone : + 91 9594044886
- E –mail : [sawant.anuradha@hrjohnsonindia.com](mailto:sawant.anuradha@hrjohnsonindia.com)

- **Mr. Arghya Mukherjee**

- Designation : Senior General Manager –Plant Operations (Plant Head)
- Company's Name : Prism Johnson Limited (Formerly Prism Cement Ltd.,) H & R Johnson India Division.
- Cell Phone : + 91 9594092036
- E –mail : [mukherjee.arghya@hrjohnsonindia.com](mailto:mukherjee.arghya@hrjohnsonindia.com)

- **Mr. Sudarshan Kale**

- Designation : Manager –HR
- Company's Name : Prism Johnson Limited (Formerly Prism Cement Ltd.,) H & R Johnson India Division.
- Cell Phone : + 91 8879816730
- E –mail : [kale.sudarshan@hrjohnsonindia.com](mailto:kale.sudarshan@hrjohnsonindia.com)

