



SANDEEP BABU SOLANKI
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HR GENERALIST: Nearly 12 years' Experience
HR Generalist (Corporate)
Preferable Location: Mumbai

PROFILE SUMMARY

- | | | |
|------------------------|-----------------------|-------------------------|
| ➤ Payroll Management | Attendance Management | Employees Engagement |
| ➤ Statutory Compliance | Leave Management | Performance Appraisal |
| ➤ Talent Management | Vendor Management | Recruitment & Selection |
| ➤ Policy Management | Retention Policy | Exit Formalities |
- Excellent in communication skills, interpersonal skills, presentation skills and ability to gel up with employees easily.
 - Ability for communication with management and employees on an on-going basis.
 - Excellent in multi-tasking and handling multiple activities at a time.
 - Coordinating various teams and people in the company and outside the company.

WORK EXPERIENCE

Jan' 2022 to till date
July' 2015 to Dec 2021
August' 2010 - June' 2015

Vetedge Pharma - Mumbai as Sr. HR Executive (Generalist)
UY Group of Industries, Mumbai as HR Generalist
Innovative Ideals & Services Pvt Ltd, Mumbai as HR Executive

Role:

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Responsible with the HRD to ensure that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
- Responsible for managing the entire Employee Life Cycle from joining till exit and ensure a smooth transition of the employees during working with the company.
- Responsible for Sourcing, Screening, Recruiting and On boarding the required Staff for the Organisation, and interviewing program; counselling managers on candidate selection.
- Processing joining formalities of new joined employees and collecting all required documents from new joined employees.
- Providing the necessary tools for new joiners such as Stationery, ID cards, Visiting cards, Bank Account setup within 15 days after joining.
- Processing Offer letter/Appointment letter/ Confirmation letter/Promotion letter/Increment letter/ Transfer letter and any other various related letters.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, and other deductions.
- Generating the salary statement and processing for payroll in Spine Software and providing Salary statement along with Salary processing sheet to accounts department to process Salary.
- Preparation/Calculation salary structure of new joined employees and feeding employees details in Spine Software for further process.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Provide support to employees in various HR related topics such as Salary, Attendance, Leave, Loans and compensation and resolve any issues that may arise.

- Responsible for calculations of Pending dues, Advance salary deduction, Loan amount, Leaves, LWP's, TDS deduction amount, Incentives, Arrears, Gratuity etc.
- Processing statutory compliance like PF/ESIC and generation of PF/ ESIC Challan and sending to accounts team for making payment.
- Processing PF declaration form 11 and ESIC form 1 to process statutory compliance of new joined employees and also processing activation of UAN of new joined employees with KYC.
- Provide support to employees in various HR related topics such as Salary, Attendance, Leaves, Loans and compensation and resolve any issues that may arise.
- Responsible for Sending email to each employees to submit the Income tax declaration form to process TDS related deduction.
- Responsible for checking / verifying and collecting all the TDS related documents form every eligible employees.
- Responsible for keeping track on attendance/ leaves of the employees from Biometric machine and Taking care of employee benefit administration such as leave records, ESI, medical etc.
- Preparation MIS of employee's report of Join, Left and Providing Manpower, Salary & Wages monthly report to Manager.
- Processing exit interviews of the employees in resign or firing cases, full and final settlements and ensure employee leaves with positive impression about the company and the process is handled with care.
- Processing clearance formalities from each department to settle full and final account of employees.
- Responsible for leave encashment once employee resigned from the organization.
- Handling Liaisoning with various Government departments for compliance issues and Handling legal issue of company if any and Dealing court cases under compliance.
- Processing Performance appraisal system of staff on yearly basis and providing details to Manager.
- Maintain the fun culture environment at work by Celebration of Festivals, Birthdays, arrangement of picnic and any other activities.
- Performed other duties as assigned.

EDUCATION

2020 PGDM/MBA in HRM with First Class from Welinkar Institute of Management, Mumbai.
 2008 B.Com from Mumbai University, Mumbai.

PERSONAL DETAILS

Date of Birth : 18th January, 1986
 Languages Known : Gujrati, English, Hindi and Marathi
 Passport Number : N8361251
 Address : Om Residency CHS, Flat no 501, Plot no 17, Sector 16, Kalamboli,
 Roadpali, Navi Mumbai – 410 218.