

Kirti Krishna Sawant

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Date of birth: 01-06-1984

PROFESSIONAL SUMMARY:

Organisational growth with use of my expertise in the field of HR & Administration. Dynamic HR and Administration professional with 10 + years of comprehensive experience in employee relations and organizational development. Proven track record in streamlining processes, enhancing workplace culture. Capable at managing administrative functions to foster a productive work environment.

EDUCATIONAL QUALIFICATION:-

MBA in Human Resource Management :	Jodhpur National University in 2014
Bachelor of Arts :	Mumbai University in 2005

RELEVANT SKILLS:-

Computer skills: MS-Word, MS-Excel, MS-Power point, Photo Shop, Tally 4.5, 5.4, 6.3, 7.2.
MS-CIT Passed with 'A' Grade

English Typing: 30 wpm with 'A' Grade

Core Competencies:

HR & Admin Processes:

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| ◆ Maintenance of Employee personal files. | ◆ HR MIS & MCM report. |
| ◆ Salary & Wage administration. | ◆ HR monthly provisions |
| ◆ Statutory Compliances i.e. PF, ESIC, PT & MLWF. | ◆ Annual Appraisal System as per policy |
| ◆ Administration (Office Management) | ◆ Daily Office Operations |

PROFESSIONAL EXPERIENCE:

□ **Working with Smart Kalyan Dombivli Development Corporation Ltd., as an Asst. Manager-HR & Admin** (Duration: 19th August,2019 to Till date)

Profile:

- Managing Payroll & Maintaining employees' records. Coordinating with Company Secretary for Board Meetings, Smart City Advisory Forum Meetings etc. including arrangements.
- Managing administration, housekeeping services, coordinating of vehicle and tour management of the Company's officials.
- Handling Recruitment process of Company staff & Interns. Management of employee relations, addressing grievances. Handling Imprest Payments of the Company.
- Coordinating with Kalyan Dombivli Municipal Corporation team for advertisement & press bills.
- Initiating approval notes Verifying Bills for payment orders for Administration works & contracts payments including Company Secretaries Payments.
- Assisting to Finance department in financial notes, including preparation of Board memos, closing of work notes, coordinating Internal, statutory Audits as well as CAG Audit etc.

□ **Reliance JIO Infocom Ltd. (4G Project) on behalf of Fine Tech Com. Pvt. Ltd. as an Asst. Manager-IR** (Duration: 20th Mar,2014 to 13th August,2019)

Profile:

- Maintenance of MIS related daily compliance clearance.
- Maintenance of MIS related Employee Compensation Policy (Workers' compensation Act).
- Maintenance of MIS related Building and Other Constructions Workers Cess Payment (BOCW Act)

- Verification of vendor muster roll & wages as per policy.
 - Management of statutory compliances under statewise EPFO, ESIC, LWF, Professional Tax, Workmen Compensation policy, BOCW etc.
 - Coordination up with the State Industrial Relation persons or vendors for provide required documents related to compliances and giving clearance within stipulated period, as per policy.
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□ **Asahi India Glass Ltd (mfg.) Taloja, as an Officer – HR & Admin** (Duration: 2nd April, 2012 to 10th March, 2014)

Profile:

- Timely sending the pay roll input to Corporate Office for processing the salary of staff.
 - Prepared the wages of workers and ensured the distribution on time.
 - Submission of timely returns of PF, ESIC etc. and track of compliance check list & daily work related to HR & Administration dept.
 - Management to the joining Formalities such as Letter of Intent, letter of appointment, pre-medical checkup, Activation of Biometrics code for new joiners. Keeping track for issuing offer letter, appointment letter, confirmation letter etc.
 - Management to provide data related to Manpower, Over Time, Attendance, Attrition, trend of absenteeism to Head operation.
 - Facilitator for performance appraisal system and preparation of training calendar based on the TNI.
 - Management of information/data through HR MIS to Corporate Office & Co-ordinate for various reports.
 - Management of the exit interviews of employees and analysing & sharing the feedback of exit interviews with seniors for improvement in the system. Processing Full & final Settlement of employees.
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□ **Topsgrup as a Sr. Executive- Personnel** (Duration: 10th March, 2009 to 30th Mar, 2012)

Profile:

- Completion of the joining formalities of all new joiners.
 - Accountable & responsible for preparation of salary & Statutory Compliances like PF, ESIC, PT, & LWF etc. in stipulated time.
 - Handed Grievances and responsible for Full & Final Settlement, Gratuity, PF withdrawal, calculation & disbursement of Bonus under the bonus act.
 - Regularly maintaining and updating Pan India MIS of Indirect Staff
 - Maintenance of Pan India record of PF & ESIC Consultant Agreement details & Payments.
 - Management of PF, ESIC etc. Inspection & provide the data as required by govt. authorities.
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PERSONAL ATTRIBUTES: -

- ✓ Good Learner.
 - ✓ Positive Attitude
 - ✓ Deep Sense of commitment
 - ✓ Strong desire to learn and grow.
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Language: English, Hindi & Marathi

Nationality: Indian

Sex: Female

Place: Thane

Date:

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