

BAIBHAV KUMAR PANDEY

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To help leverage Human Capital within a global organization to enhance business results & organizational capability and subsequently augment my knowledge, skills and abilities.

PROFILE SUMMARY

- A dynamic HR Professional with **over 8 years** of combined experience in Payroll Processing, Payroll Compliance, Retaining, Retrenchment, Performance Management, Compensation & Benefits, Employee Welfare and Administration, Lease & Licensing & Statutory Compliance.
- Payroll Processing, Salary distribution, maintaining Records.
- Monthly Statutory compliance PF, ESI, PT, LWF,
- Monthly, Quarterly & Annual returns under various laws.
- Lease & Licensing of Warehouse & Outlets Pan India.
- Manage Audits at warehouse and outlets.
- Liaising with Govt. departments e.g. Department of Labor, PF, ESIC, Municipal Corporation, Police, fire, Trade unions, Telephone, Electricity, Jal Board etc.

AREAS OF EXPERTISE

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|----------------------|------------------------|----------------------------|
| - Payroll Processing | - Statutory Compliance | Compensation & Benefits |
| - Employee Welfare | - Grievance Handling | - Retaining & Retrenchment |
| - Lease & Licensing | - HR Dashboard | - Contractor Management |

EMPLOYMENT DETAILS

March' 18 – Nov'20 with Lifecraft Healthcare Pvt Ltd, as Deputy Manager Payroll & Compliance

Key Result Areas:

- Leave & Attendance through HR Mates Portal.
- Payroll processing.
- Offer & Appointment letter.
- Align On boarding & Induction with HRBP & Training Team.
- Monthly Compliance -PF, ESIC, PT, LWF.
- Annual returns under various Acts.
- Maintain HRIS & MIS.
- Employee Grievances handling.
- Employee life cycle Management.
- GPA & GMC Policy Management.
- Provide Monthly Tracker for Compliance & HR Dashboard to Management.
- Manage Paperwork & Co-ordination for Drug License.

Apr` 15 – To Feb` 18 with Mayasheel Retail India Ltd., as HR & Compliance

Key Result Areas:

- Leave & Attendance through Savior Portal.
- End to End payroll processing.
- End to End Recruitment.
- On boarding & Induction.
- Monthly Compliance - PF, ESIC, PT, LWF.
- Annual returns under various Acts.
- Contractor Management for Housekeeping & Security manpower.
- Maintain HRIS & MIS Manage Audit at outlets & Warehouse.
- Employee Grievances handling.
- Lease Agreement of Outlets.
- Licensing of Outlets e.g. Shop act, Trade License, Weight & Measurement etc.
- Travel booking through Agent.
- Liaisoning with Various Govt. Departments e.g. PF, ESIC, Labor Department.

Jan`13 to March`15 With City Life Retail Pvt. Ltd, as HR Executive

Key Result Areas:

- Leave & Attendance through Savior Portal.
- End to End payroll processing.
- End to End Recruitment.
- On boarding & Induction.
- Monthly Compliance - PF, ESIC, PT, LWF.
- Annual returns under various Acts.
- Contractor Management for Housekeeping & Security manpower.
- Maintain HRIS & MIS.
- Manage Audit at outlets & Warehouse.
- Employee Grievances handling.

EDUCATION

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| 2010 | MBA (Human Resource Management) from Uttar Pradesh Technical University, Lucknow (UPTU). |
| 2007 | B.Sc. (Bachelor of Science) from Rani Durgavati University, Jabalpur. |

PERSONAL DETAILS

Date of Birth: 19th May, 1988
Languages Known: Hindi, English
Address: D7,Dwarka Sec-8, Delhi