



DNYANESHWAR THAWARE

Sr. HR MIS Specialist

CONTACT

- 📞 9881818545
- ✉️ dnyaneshwar.t007@gmail.com
- 📍 Alandi Devachi, Tal: Khed, Dist: Pune 412105

SKILLS

- 🕒 Marketing Management
- 🕒 Public Relations
- 🕒 Teamwork
- 🕒 Time Management
- 🕒 Leadership
- 🕒 Effective Communication
- 🕒 Critical Thinking

LANGUAGES

- 🕒 Marathi
- 🕒 Hindi
- 🕒 English

EDUCATION

- 🕒 **2006- 2008**
HSC, D.ED
- 🕒 **2011 - 2012**
B.A. B.ED
- 🕒 **2009**
CCC+

PERSONAL PROFILE

Seeking a position in the service industry that offers cross-functional exposure to customer service and compliance. Aiming for a long-term relationship with an organization that values my experience, expertise, and performance.

WORK EXPERIENCE

- 🕒 **ONLY B2B IT PVT LTD | 2019 - NOW**
Sr. HR MIS Specialist
 - Manage daily/monthly attendance reports and associate login in/out reports.
 - Create and update department-wise attrition reports.
 - Oversee employee onboarding and documentation.
 - Conduct ISO training and participate in ISO implementation and audits.
 - Handle background verification for new employees.
 - Administer HR policies and exit formalities.
 - Manage daily/monthly leave reports and vendor reports.
 - Maintained the selection, rejection, and joining status by creating a recruiter-wise recruitment dashboard for management.
 - Full and Final settlement and Employee referral data are managed and sent to the Finance Team.
 - Prepare performance reports and manage birthday and anniversary data.
 - Managed the preparation and distribution of offer and appointment letters for new employees. Additionally, handled the preparation and distribution of relieving letters for exiting employees, including transfer letters, promotion letters, on-request letters, and designation change letters, Appraisal letters and handle new hire data handover sheet.
 - Managed the Group Mediciclaim Policy for all employees and sent the Addition & Deletion File to the Insurance department.
 - Support payroll processing and PF/UAN tracking
 - Maintain appraisal data and handle Greythr portal maintenance.
 - Prepare ad-hoc reports as per management needs.
 - Created a Dashboard & Productivity report for the Operations team

- Followed up with TDS employees, managed IT declaration, and maintained proof in Greythr and payroll systems.
- Resolved PF and tax-related employee issues.
- Managed the joining to exit formalities for all employees, maintaining files, Excel data, and dashboards
- Shared important salary input data with the payroll team

Bharti Airtel Limited (Payroll: Saisun Pvt Ltd) - MIS Executive

December 2018 – May 2019

- Create MIS/Dashboard for telecom and non-telecom processes.
- Design reporting formats for clear and concise information delivery.
- Prepare various data formats for client needs.
- Share monthly credit dashboards.
- Utilize advanced Excel skills including VLOOKUP, SUMIF, and Pivot Tables.
- Address monthly closing report challenges.
- Publish dashboards at defined intervals.
- Handle client billing calculations and disputed cases.
- Conduct bulk training for new employees.
- Define priorities for customer issues.

Tech Mahindra Limited – Associate – Customer Support

October 2017 – November 2018

- Register new customers on network. To active plans as per customer request.
- Retain the customer. Solve the queries of prepaid and postpaid customers.
- Email and chat process.

Intelenet Global Services Pvt Ltd (Serco Service Pvt Ltd) – Customer Service Associate Data

March 2017 – October 2017

- Responsible for data processing and to complete daily target.
- Daily Report.