



# Mohammed Danish Nakhwa

## HR Administrator

Nationality: India  
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Sex: Male

Marital Status: Married  
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### OBJECTIVE

To obtain position in the industry and work in challenging environment with innovation and perseverance. Seeking a responsible position in your esteemed organization.



### EDUCATION

- **Mumbai | University of Mumbai | Accountancy**

July 2001 - April 2005

Bachelor of Commerce

Graduate in Accounting as a Major subject with Taxation and Portfolio Management as Optional subject



### WORK EXPERIENCE

- **Mumbai | Hindustan Unilever Pvt Ltd | HR Administrator**

Feb 2015 - Nov 2018

Responsible for managing employee data for Blue Collar and Staff employees of HUL across 32 factories and regional offices.

Execute transaction on Workday for New Hire, Moves, Promotion & Exits.

Supervisory Organization creation and tagging.

Responsible for creating and issuing employee life-cycle letters to employees (Appointment, Confirmation, Transfer, Promotion and Exit).

Perform data hygiene audits and drive corrections of data and employee tagging on HRIS (i.e. Workday)

Giving Training to Factory HR Executive's for Workday.

Making MIS reports weekly and monthly.

Coordinating with Global team for new setup creation & Mass upload.

Accuracy for EIB uploads for Mass data change requests.

Coordinating with Global Workday security team for any interface or functionality related issues.

Share FTE report dump with team basis the requested criteria.

Providing KRONOS data to team for Factories employees.

Ensure the timely and accurate processing of the monthly payroll.

Compile employee data and update payroll datasheet.

Record employee information, such as salary increases, promotions, transfers, and resignations, in order to maintain and update payroll records.

Maintain payroll files keep them up to date and accurate on Payroll data and Software.

Maintaining Records of Arrears, Loans, Deduction and Bonus.

Updating Employees Personal and Bank details on Payroll data and Software.

Making Salary Wages reports monthly for Blue collar employees

● **Mumbai | Hindalco Industries Pvt Ltd | HR Executive**

**Oct 2014 - Feb 2015**

Part of the Corporate HR team which manages employee's data management for Pan India.

Generating appointment letters, employee codes for H.O & Branches.

Issuing confirmation, extension, and transfer letter of employees of different Entities.

Making bonafide letters for employees.

Updating all employees Joining, Confirmation, Extension, Transfer & Salary details in HRIS (PeopleSoft)

Leave & Attendance Management for employees.

Coordinating with Payroll team for processing exited employee's full & final settlement.

Making weekly and monthly MIS reports.

● **Mumbai | Aditya Birla Management Corporation Pvt Ltd | Executive**

**Sept 2011 - Oct 2014**

Part of the core functional team which manages PeopleSoft HRMS implementation across all business of the Aditya Birla Group.

Responsible for data management of all employees of the group. This involves data management in the Workforce Administration Module (WFA module) and creating, updating and maintaining Positions through the Position Management Module.

Responsible for collecting and updating core organization level data (Business units, positions, locations, trees etc.) for all Business entities of the group including international new business acquisitions.

Part of the core functional team which implemented PeopleSoft 9.1 and version upgrade of PeopleSoft 9.2 across the group.

Maintaining Leave details in HRMS for Aditya Birla Group.

Strong experience in data gathering and reporting through the use of the Hyperion reporting tool.

Preparing Reports, analyzing and resolving queries.

Responsible for the PeopleSoft helpdesk – Answering business queries through the help desk tool.

Working as PeopleSoft Tester (Testing setup and data upload on Test instance – HRUAT, HRCOP etc.).

Interaction with the business HR teams of business across the group – Telecom, Cement, Financial services, retail etc.

● **Mumbai | Osource India Pvt Ltd | HR Executive**

**Oct 2009 - Oct 2010**

Validating welcome pack for the new joiners as per company policy.

Generating appointment letters, employee codes, and Sodexo coupon letters.

Issuing confirmation, extension, and transfer letter of employees of different Entities.

Making bonafide letters for employees as per requirement.

Updating all employees Joining, Confirmation, Extension, Transfer & Salary Annexure entries in PeopleSoft Software.

Updating attendance sheet of all employees every month for payroll.

Creating salary annexure for the transferred employees.

Maintaining employee master database and employee's personal file.

● **Mumbai | Syntel Global Pvt Ltd | Associate**

**Jul 2007 - May 2009**

Worked as Contract Creator From 30 th July 2007 till 31 st January 2008.

Creating client Id's, contract Id's, receipt & underwriting.

Worked as Quality Controller from 1 st February 2008 till 31 st May 2009.

Checking client Ids and contracts.

Reviewing policy documents in system and verifying all documents for policy to be in force.

Rechecking the rejected documents & processing the document by creating claim.

● **Mumbai | ICICI Home Finance Ltd | Executive**

Aug 2006 - Jul 2007

Maintaining records of the buyers & sellers registration forms of financial year.

Maintaining MIS reports & bank reconciliation statement monthly.

Handling Stamp duty & Registration of Customer.

Liasoning with Tahsildar & Collector Office.

Coordinating with home search executive & home loan executive for Customer Data.

Coordinating with client accounts department for company collections.

Taking Feedback from Customer.

● **Mumbai | Bismillah Enterprises | Office Assistant**

Sept 2005 - Jun 2006

Responsible for collection of all the required documents from Candidate and maintaining file in order.

Making invoices and handling cash.

Maintaining journal and ledger of the company.

Maintaining customer passport as per required criteria.

Coordinating with clients for interview.



**LANGUAGE SKILLS**

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- ★ Hindi
- ★ English



**KEY SKILL**

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- ★ Payroll Processing, Database Management, On boarding, MIS, Client Servicing, HRMS



**INTERPERSONAL**

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- ★ Effective Communicator, Team Player, Motivator, Persuasive



**ANALYTICAL**

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- ★ Data Gathering for Payroll, Inter-team coordination & Work Planning