

AKASH PAL

Address: Mohanpur, Morar, Gwalior (M.P.) – 474006

Mobile: **9893816718**

Email: akash.pal1020@gmail.com | gio1a_hr@ananttoyota.com

PROFESSIONAL SUMMARY

HR & Administration professional with over 5.6 years of experience in recruitment, payroll management, statutory compliance, employee relations, and office administration. Proven ability to manage end-to-end HR operations, ensure compliance, and support organizational growth with a people-centric approach.

WORK EXPERIENCE

Anant Toyota – Gwalior

HR Manager | Sep 2025 – Present

- Process monthly payroll for 235+ employees with 100% accuracy.
- Handle PF, ESI, TDS, and statutory compliances.
- Coordinate with finance for salary transfers and audits.
- Manage recruitment, onboarding, documentation, and employee relations.

Vivaan Solar Pvt. Ltd – Gwalior

Senior Officer – HR | Jan 2022 – Sep 2025

- Managed end-to-end recruitment and HR operations.
- Maintained HRMS, attendance, leave, payroll coordination.
- Conducted training programs and engagement activities.
- Handled performance appraisals and grievance management.

Mattsen Kumar Pvt. Ltd – Jaipur

HR Officer | Oct 2020 – Oct 2021

- Supported recruitment drives and employee onboarding.
- Maintained employee records and compliance documentation.
- Assisted in payroll data preparation and reporting.

EDUCATIONAL QUALIFICATION

MBA (HR) – Prestige Institute of Management, Gwalior (Jiwaji University), 2020 – 65.16%

BBA – Prestige Institute of Management, Gwalior (Jiwaji University), 2018 – 61.11%

12th – Ebenezer Higher Secondary School, CBSE Board, 2015 – 64.40%

KEY SKILLS

Payroll Management, Recruitment & Onboarding, HRMS, Statutory Compliance, Employee Relations, MIS Reporting, Vendor Management, Policy Drafting

IT SKILLS

MS Office & Excel, Power BI, MySQL

CERTIFICATIONS

Payroll Management & HRMS Training – Vivaan Solar Pvt. Ltd
MySQL & Power BI Training – Edu Bridge Institute Pvt. Ltd

PERSONAL DETAILS

Date of Birth: 02 August 1995
Marital Status: Married
Nationality: Indian
Hobbies: Playing Cricket

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.