



Aditya Gaikwad

Assistant Manager

gaikwadaditya100@gmail.com



9004259248



Koparkhairane, Navi Mumbai- 400709



[linkedin.com/in/aditya-gaikwad-a169b6184](https://www.linkedin.com/in/aditya-gaikwad-a169b6184)



➤ PROFESSIONAL SUMMARY

I am a dedicated HR professional with over 2 years of experience in recruitment and payroll management. I have a proven track record of managing end-to-end hiring processes and creating strategies to bring in the best talent. I am passionate about ensuring accurate and timely payroll processing while maintaining compliance.

➤ SKILLS

- Microsoft Office
- Problem Solving
- Teamwork
- Vendor Management
- SAP Payroll Management
- Candidate Selection
- Leadership
- Process Improvement
- Time Management
- Recruiting
- Negotiation

➤ PROFESSIONAL EXPERIENCE

Reliance Retail | Assistant Manager | July 2023 – Present

- Responsibilities:
- Handling end-to-end pre-payroll and post-payroll operations for more than 45 companies.
- Conducted User Acceptance Testing (UAT) for investee companies to assess their readiness for payroll implementation.
- Offering support in claim processing and responding to employee inquiries, ensuring prompt resolution and satisfaction.

Fynd Shopsense Retail Technologies Ltd | People Success| Intern | May 2022 – July 2022

- Responsibilities:
- Managed the recruitment process for Non-IT roles within the organization.
- Oversaw the complete end-to-end recruitment lifecycle, from sourcing to onboarding
- Effectively coordinated vendor relationships and engaged with stakeholders to ensure smooth recruitment operations

Morningstar India Pvt. Ltd | Human Resource| Intern | July 2021 – October 2021

- Responsibilities:
- Led the recruitment process for IT roles within the organization
- Managed the entire end-to-end recruitment lifecycle, including sourcing, screening, interviewing, and onboarding candidates
- Established and maintained strong relationships with vendors and stakeholders to achieve recruitment goals.

➤ EDUCATION

Masters in Management Studies (MMS) | Chetana's R.K Institute of Management Studies | Jan 2021- March 2023

- Specialization: Human Resource.
- Grade: 7.03 CGPA

Bachelors in Management Studies (BMS) | Pillai's College of Arts, Commerce and Science | July 2017 – March 2020

- Grade: 8.0 CGPA
- Specialization: Human Resource.
- Activities:
 - Contributed to Leprosy Elimination Action Program
 - Part of publicity team for Alegria 2018 .
 - Led a team of 6-8 volunteers at Alegria 2020 as being the Head of Gaming Committee

HSC | St. Mary's Junior College | 2015 – 2017

- Stream: Commerce
- Percentage: 75.54%

SSC | St. Mary's Multipurpose High School | 2015

- Percentage: 76.80%

➤ LANGUAGES

- | | | |
|--|--|--|
| • English - Full Professional Proficiency. | • Hindi - Full Professional Proficiency. | • Marathi - Full Professional Proficiency. |
|--|--|--|