

## **DARSHAN KAILAS MURADNAR**

□ AT NIMGAON PT WADANGLI, TAL SINNAR, DIST NASHIK, PIN CODE 422103  
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### **Career Objective**

Highly motivated and detail-oriented BBA graduate with a strong foundation in business administration and specialized training in HR and Payroll. Passionate about launching a successful career in Human Resources, where I can apply my knowledge, contribute to business success, and grow with the organization.

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### ☐ **Educational Background**

#### **Bachelor of Business Administration (BBA)**

Savitribai Phule Pune University

- Graduated: April 2023
  - Percentage: 69.40%
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### ☐ **Professional Training & Certification**

#### **HR and Payroll Certification Course**

Skynet Technologies, Bangalore

- Mastered core HR functions such as payroll processing, statutory compliance, attendance, and leave management.
  - Hands-on practice with HRMS software tools and payroll systems.
  - In-depth understanding of Indian labor laws and compensation frameworks.
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### ☐ **Key Skills**

- ✓ Payroll Processing & Salary Structuring
- ✓ HR Policies & Statutory Compliance
- ✓ Employee Database & Record Maintenance
- ✓ Attendance & Leave Tracking
- ✓ MS Office Suite (Excel, Word, PowerPoint)

- ✓ Communication & Interpersonal Skills
  - ✓ Basic Labour Law Knowledge (PF, ESI, PT, Gratuity)
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### ☐ **Projects & Achievements**

- ☐ Simulated complete payroll processing project including payslip generation and compliance handling.
  - ☐ Designed a sample payroll sheet integrating all statutory deductions.
  - ☐ Participated in mock interviews and team activities during HR training to build professional confidence.
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### ☐ **Languages Known**

- English
  - Hindi
  - Marathi
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### ☐ **Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Darshan Kailas Muradnar**

☐ Place: Nashik