

DARSHAN KAILAS MURADNAR

AT NIMGAON PT WADANGLI, TAL SINNAR, DIST NASHIK, PIN CODE 422103
 +91 9112091038 | dmurdnar744@gmail.com

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.

Educational Background

Bachelor of Business Administration (BBA)

Savitribai Phule Pune University

Graduated: April 2023

Percentage: 69.40%

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.

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)

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.

Languages Known

- English
- Hindi
- Marathi

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