



Anup Pradhan

B. Tech Agril. Eng. + M.B.A

Human Resource | 08 Years | HR Manager | Learning & Development | HRIS | HRMIS |



Date of Birth: 30 November 1987

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Residence: RS 546- 37 B--Rajendran agar Kolhapur-416004 -MH-India

About Me:

Human Resources Manager with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. A best analytical skill which always help me to take a data driven business decision. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Career Objective:

Seeking a challenging fast paced position where my quick learning ability professional experience, and educational background will enable me to define new opportunities for organization growth and personal development.

Applying my interdisciplinary knowledge and innovative ideas for improving self-performance as well as of an organization

Acknowledged Strengths Include / Acquired Skills:



- HR Department Leadership
- Administration
- Recruitment and Training
- Manpower Planning
- Design of HR policy
- Training and Development
- HRIS and Payroll System
- HR Generalist Operation
- HR Statutory compliance
- Process Analysis and SOP Making

Significant Achievements:



- Rising Star Award from Tradewings Solutions Limited for best contribution in HR Team development in 2020
- Best Back-office Support from Ghodawat Foods International private Limited 2018



- Reward for implementation of MIS and SOP in Ghodawat Consumers, for Atta Division, in the year 2018.


My effective work:

- Design and implementation of HR Policy in Tradewings Solutions Limited.
- Able to reduce attrition rate by 3% in Atta division of Ghodawat Foods International Private Limited.
- Design and Implementation of best MIS in GF IPL
- Work with Maharashtra Centre for entrepreneurship development to train budding entrepreneurs on role and importance of HR at workplace

Work Experience:

1)

Presently Associated With:

Name of The Organisation	Role and Responsibility
Tradewings Solutions Limited, Pune and Kolhapur 	Enhances the organization's human resources by planning implementing, and evaluating employee relations and human - resources policies, programs, and practices End to End Recruitment Cycle Training and Development Employee Engagement HR Compliance

Summary of Work:

My main responsibility is to implement the decision taken by directors and Management with adequate utilisation of available resource.

Strategic Human resource planning involve with design of all HR policy and Operation procedure.


I have significant contribution in design and implement a HR Compliance and HR policy in the organisation

Designation: HR Manager	Tenure: Oct 2020 to Present (22 Months)
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2)

Name of The Organisation	Role and Responsibility
Ghodawat Foods International Pvt. Ltd	Train the sales team and back office to execute their work with best efficiency Conduct a training need analysis and design training according to it Maintain a sales data record and prepare a MIS



	Coordination with HR head for Senior officers training Maintain all required reports and data for MD and HR Head
Summary of Work: I am involved in keeping a co-ordination of all team members and management. Design a suitable reporting structure and MIS for MD and management. Conduction of Training program regarding new policy or change in process and as per need of TNA Development of Sales team to achieve organisation target. Coordination with Director, MD, GM and HR Head and all team members of three region Maintain HR related reports on regular basic (like, Attendance, TNA, Goal Sheet and Exist interview reports)	
Designation: Sales Coordinator	Tenure: (Sept 2018 to Sept 2020) 25 Months

3)

Name of The Organisation	Role and Responsibility
Centre for Research in Applied Cognitive Science	Taking care of Sales and Marketing of company product
	Train the team as per organisation mission and vision Present the company in front of Various corporate clients Marketing survey of products Design a MIS system Design and Train the team members on marketing strategy to achieve targeted sales Input to design a new product
Summary of Work: My target is to get maximum amount sales through team along with self-sales targets Generate a lead from open market Presentation and do B2B Sales	
Designation: Territory Manager	Tenure: Dec 2017 to Aug 18 (9 Months)

4)

Name of The Organisation	Role and Responsibility
Chatrapati Shshu Business Education and Research Institute of management	Conducted Aptitude Test Workshop for students (Useful for placement and various Competitive examinations), Counselling of Students, Organization of Industrial Visits for students (Total Organized Industrial Visit are 10), Organized Guest lecture on Practically Implementation of Managerial Concept in association with industry experts, Engagement



of Students in different business situation along with business leader in Local area.



Key activities Handel:

Work in Green audit team for education institution and industries
Part of Internal audit team for ISO 14001 and ISO 18001 implementation
Effectively handle water harvesting projects
Work on agricultural supply chain management and organic production
Work as mentor for projects like organic manure manufacturing from solid waste
Actively done consultation to organization on Green HR implementation practices in organization

Summary of Work:

The position was on contract.

I involved in conduction of academic lecture for students and do coordination with placement department

Designation: Assistance Professor Tenure: June 2016 to Nov2017 (18 Months)

5)


Duration	Time spends in	Outcome
May 2014 May 2016 (25 Months)	Time, I tried to qualify Government examination	Qualify Two Examination, unable to clear waiting list
		Learn more analytical skills during this preparation
		I worked on my Communication and personality development
	Conducted Training session in association with MCED	I learn about conduction of training sessions also get more knowledge about project implementation
	Freelancing work with Time Institute	Work on KVIC cluster development program for entrepreneurship development
	Freelance trainer for education institute	Conducted more than 15 workshop in education institute on various topics



Basic reason behind the gap in career : Preparation for Competitive examination (Qualified examination are IBPS AFO and LIC ADO)



6)

Name of The Organisation	Role and Responsibility
	Conduction of Lecture for subject like Human resource Management International HRM Business Strategy Entrepreneurship Development Business statistics
Designation : Assistance Professor	Tenure: May 2013 to April 2014 (12 Months)

Qualifications:



Qualification	University	Year of Passing	Percentage
MBA(Environment and Human Resource Management)	Shivaji University, Kolhapur	May-13	71.04
B.Tech (Agril. Engg.)	MPKV Rahuri	Jul-10	66
HSC (Science)	Pune Board	Mar-05	51.67
SSC	Pune Board	Mar-03	66

Certification Program in :



- Certificate Program in Advance Excel (2 Months)
- Certificate Program HR Generalist (60 Hours online session)
- Certificate program in HR Payroll and Labour Laws (3 days)
- Certificate in HR Analytics (5 days online session)
- Certificate in Emotional Freedom Technique
- Certificate in Google Data studio for Dash board preparation
- "Green Revolution Global Certification Program" initiated by International Centre for Culture & Education and United Nations Framework Convention on Climate Change with Activity Score A+ and Exam Score A +, 2017.
- Certification Program on "World Humanitarian Summit Rio+23" by World Humanitarian Summit Rio+23 India 2016 and Centre for United Nations, 2017
- Qualify Business English Language Examination with B+ grade conducted by Cambridge University

Declaration:

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

Place: Kolhapur

Date: 11 Aug 2022

Yours Faithfully ,
Anup Pradhan
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