RAJENDRA G AGNIHOTRI

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<u>Career objective</u>: To use my knowledge and skills to achieve organizational goals and grow with the organization.

PROFESSIONAL SUMMARY

I have completed Masters in Business Administration with specialization in Human Resources from SYIM Institute of Management Aurangabad.

Work Experience

- GE Power Systems India Pvt.Ltd. Sanand, Ahmedabad as HR Coordinator since Sept-2017 to till date.
- Nirmiti Precision Pvt.Ltd.-Sanand, Ahmedabad as HR & Admin Sr. Executive since Sept-2016 to Sept.2017.
- Rucha Engineering Pvt.Ltd.-Ahmedabad as HR & Admin Officer since Dec-2014 To Aug.2016
- Endurance Technologies Pvt. Ltd, Aurangabad as HR & Admin since July-2012 To Aug-14.

EMPLOYMENT RECITAL

Current Job-GE Power Systems India Pvt.Ltd. Sanand, Ahmedabad. From- Sept-2017 to till date.
HR Coordinator

Job Profile

Recruitment: Handling end to end recruitment process in various consultant also internal group by reference also. Talent Acquisition Mgt & Execute Strategy. Sourcing, Potential Talents, scoping & boarding. Network build and maintain relationships with HR, Hiring Managers. Release all the official documents, announcement, circulars & letter for HR dept. Assisting in the influx of resumes and screen candidates according to company criteria. Work closely with Senior Recruiters. To maintain an accurate and up-to-date database in order to produce reports and analysis of recruitment activity. To follow-up on the initial progress of new employees in the store. work closely with hiring groups to create refine hiring goals & objectives. Manage external agency relationship to maintain candidate flow and control cost.

Staffing: Liaison with various external bodies such as Recruitment Agencies.

Assist recruitment by creating and posting open jobs on internal and external websites, coordinating, scheduling of interviews with hiring manager(s), greeting candidates, preparing offer letters and associated paperwork, preparing visa application, contract.

- <u>Industrial Relation:</u> Maintain Harmonious relation, provide various letter: warning letter, show cause notice etc. Shop floor round, Employee Grievance handling, Tray to solve problems.
- <u>Payroll Process:</u> Maintain data for Leave Management, punch record, absent report, OD etc.

 All deductions entry also advances, maintain report for payroll process. Responsible for entire leave management & updating of payroll related data for staff & workmen as well as contract manpower.
- <u>Employee Engagement & welfare Activities:</u> Tree plantation, Safety week, Birthday celebration, Sport activity, Flag hosting, Kaizen / 5s award distribution, Annual function, Navratri celebration, Blood donation camp arrange.
- <u>Training & Development:</u> Training coordination, prepare training calendar, Training Record, Training feedback, Training Effectiveness, competency mapping, TNI.
 - Prepare and administer logistics for training and development programme.
 - Co-ordination of training plan/needs and implementation of necessary courses
 - Track training and consolidate training hour/participant and cost statistics.

Reporting, OHR

- Maintain and update personnel files
- Monitoring reporting of sickness absence
- Assisting with provision of monthly census information
- Provide other reporting to answer the request of local labour administration
- Calculate and provide correct input of OT, Incentive for salary
- Maintain attendance and leave records of all employees.

HR Administration

- Manage admin processes on following aspects: work permits, employment contracts, employee transfers, employee departures (dismissal/retirement), compensation
- Newcomer/Leaver: Arrange necessary HR logistical issue
- Manage Overseas Travel and accommodation arrangements.
- Preparation of monthly invoices to purchasing centers.
- Providing information on a wide range of issues including Insurance and pension
- Liaise with payroll administrator

Previous Job-Nirmiti Precision PVt.Ltd, Ahmedabad.

From- Sept-2016 to Sept-2017.
Designation –Sr. Executive-HR & Admin

Job Profile

- <u>Administration & Transportation:</u> Canteen mgt, Housekeeping for plant level, Gardening, Hospitality mgt,
 Vendor management, Invoice check, new vendor tie-ups, contractors tie ups etc. Monitoring & controlling
 Taking care of overall maintenance of factory level, Invoice check, maintain various policies & notice
 display, Relationship mgt including liaison with local authorities, guest & visitors.
- <u>Payroll Process:</u> Handling end to end payroll process, Time office, maintain/check various data: punch record, absent record, mis punch, OD, etc.
- Recruitment: Handling end to end recruitment process, searching employee by consultant, reference etc.
- Manpower Planning & Handling: Daily monitoring manpower analysis for plant level. Various data, MIS report maintain. Present and absent record maintain.
- <u>Legal compliance</u>: Taking care of submission of returns-Factory returns, Employment exchange, factory license renewal, contractor's license renewal. GPCB, PT, Lwf, Labour office, STP, ETP.
- <u>Employee Engagement & welfare Activities: -</u> Dasera Celebration, Kaizen award distribution, Tree Plantation, birthday celebration

Previous Job-Rucha Engi.PVt.Ltd-Sanand, Ahmedabad. From-11 Dec-2014 to Aug.2016
Designation -Officer-HR & Admin

Job Profile

- Payroll Process: -Attendance Management: Capture Punching data, All staff, Contractors, Attendance check, Data update in Attendance management software. Time office: Shift schedule updated, OD, Leave, C.off add in system, also check in time office system. Download punch, process punch, Data update in system. Attendance summary check. Various records check in these systems. Employee Master Update & check. Pay Roll: All deduction enters this software. Employee Master update in this software. Muster creation, Attendance summary, all allowance addition & deletion changes in this software. Finally check all data and finally Payment process.
- <u>Recruitment: -</u> Searching employee by consultant, by reference, resume shortlisted, arrange interview. Application form fill, interview assessment form fill by HOD, joining formalities, Issue Appointment letter, Offer Letter, confirmation letter. Exit Interview procedure, Appraisal Process.
- Manpower Handling: Monthly & Daily department wise manpower Planning & Provide manpower as
 per plan. Daily prepare manpower Report, present & absent report. Check absenteeism & follow up by
 contractors. MIS report prepares. Solve Labour issues. Daily Round in shop floor.
- <u>Legal Compliances:</u> Factory Office:- Factory license renewal, Paid Holiday list, submit document Change of Manger, change of occupier, annual return, Revised plant & machinery layout.
- Employment Exchange: Form ER-1, ER-2. LWF: LWF form & challan fill and submit.
- Labour Office: Amendment in Registration Certificate, Annual return form no.XXV (contract Labour)
- <u>PF, ESIC & PT: -</u> <u>PF withdrawal procedure :-</u> fill form no.19 & 10C, form 5 & 10, form no.15G, all PF related documents attached, UAN no Activation. <u>ESIC: -</u> Online Registration, <u>PT:-PT challan submit.</u>
- Bonus: form D (rule 5) submit.
- <u>Training & Development:</u> Fill form JD & JS, TNI form fill, Training Calendar, Arrange Training programme, training attendance form, fill feedback form, Training Effectiveness.
- Audit EMS, OHAS & TS:- Prepare audit related documents & coordination with HOD & head HR. Training record, safety data, mock drill, First aid, Medical check-up. Environment Related document maintained As per OHAS.
- · Administration: Hospitality Mgt, Transportation Mgt, Gardening, Lunch arrangement, Hotel & Vehicle

arrangement, Housekeeping, Staff & contractor vehicle arrangement, Vendor mgt, record check.

- <u>Employee Engagement & welfare Activities:</u> Display Employee Birthday on Notice board, monthly Kaizen Award Distribution, Quality circle competition, weekly Flag Hosting, Tree Plantation.
- Handling Employees grievances and to convenience for its best solution.

Previous Job- July-2012 to Aug-14
Endurance Technologies Pvt.Ltd, Aurangabad Current Designation--HR
Job Profile

- Time Office:-Time Track-shift schedule update, custom posting, process. Absent Report check, Muster check-OD, C. off..Time card, Leave card update-CL, PL, SL, & closing .In-Out register check-Total mandays, total OT, In time, out time, contractor register check for billing
- Training Record-Employee Training Card check & update, Update Training Need Assessment form,
 Training total Hrs count, update training card & feedback form, Individual Training record check.
- Warning Letter, Show Cause Notice, Charge Sheet cum show cause Issue, Address Prof. Letter Issued..
- EOHS Audit- Handling Hazardous & Non-Hazardous Medical Check-up, notice, Emp list, Emp covered, Findings, Advice, Issued & Received Letter, Form No.7, Maintain File-Hazardous & Non-Hazardous, check & maintain Medicine Box, check gate files-EOHS awareness form, safety work permit, etc..
- TS Audit:- Emp. Satisfaction Survey, Training Program, Emp Training Record, Training Calendar, Competency Mapping, Feedback Form, Effectiveness..etc..
- Check Emp. Birthday & display in notice board, Interview co-ordination, Round In plant (HK),
 Training prog. Co-ordination, Appraisal Process, Emp Mediclaim Insurance check, bill for Tea & Food
 lunch slip, register check for contractor, PF,ESIC Challan list check-id no, ECR, name, amt etc.,
 Induction prog. For new join emp, update file for new join emp, employee discussion & try to solve
 problems etc.

ACADEMIC CREDENTIALS

2010-2012: M.B.A. in HR From Shreeyash Institute of Management, BAMU University, Aurangabad, with First Class.

2006-2009: B.B.M(S) in HR from IMR College, North Maharastra University, Jalgaon, with First Class.

2009-2010: DMEIM from IMR college, North Maharastra University, Jalgaon, with First class.

2006: XII from New High School, Taloda Dist-Nandurbar, Nashik Board, Maharashtra (State Board) with Second Class.

2004: X from Sheath K.D.High School, Taloda, Dist-Nandurbar, Mahrashtra (State Board) with First Class.

<u>Computer:</u> MS-Office, MS-CIT, BASIC.. <u>Typing:</u> English -30 & 40 wpm, and Marathi-30 wpm.

ACTIVITIES

- 1. Participated in inter college Singing Competition MBA & also BBS(M) and winner.
- 2. Participated in NCC course and selection for Guide & Computer drill.
- 3. Participated in Mitcon Event Management.
- 4. Participated in Co. (Endurance group) Inter Plant Cricket Tournament & Group Winner.

PERSONAL DOSSIER

Name-	Rajendra Gajanan Agnihotri.
Date of Birth-	29 July 1987
Gender-	Male
Marital status-	Married
Nationality-	Indian
Hobbies-	Chess, Singing, Playing cricket.
Permanent Address	Brahmin lane, Taloda, Tal Tal- Taloda, Dist-Nandurbar.
Date-	
Place-	Signature