

CHETAN TAWAR

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HR Generalist & Administration

Core Competencies Includes:

- ❖ Good communication and presentation skills * Solid team player Creative * Recruitment, Training & Development * Performance Appraisal * Employee Relations * Statutory compliance * Ability to meet deadlines. Ability to effectively priority & execute task in a high pressure environment & make sound decision in emergency situation * Superior analytical evaluative and problem solving abilities.
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PROFESSIONAL EXPERIENCE

- **Manager – HR & Admin – Dogra Group of Companies Ahmedabad**
Since Jan 21 to till Date
- **Asst. Manager – HR & Admin– Stellar Innovative Transportation Solutions Pvt. Ltd. (Patel Roadways), Ahmedabad**
Since Aug 18 to Dec 2020
- **Executive - HR & Modern Business Solutions (Client -Tata Teleservices Ltd), Ahmedabad.**
Jun 13 – Aug 18
- **Associate Career Consultant - TeamLease Services Pvt. Ltd, Ahmedabad**
Apr 11 – Jun 13
- **Recruitment Consultant - AAA IT SOUTIONS PVT LTD, Ahmedabad**
June -09 to Mar-11

HR Management: Recruitment, Payroll Process/ HR Operation:

- End to End Recruitment, Selection Process with various levels as per set budget.
- Sourcing manpower Open Market, Job Portals, Advertisement & Referent Employees.
- Preparing letter:- Offer, Appointment, Confirmation, Transfer, Termination, Experience, Relieving.
- Induction program, Complete Joining Formality, Attendance Management,
- Handling the whole Payroll system and related to punching machine system, Attendance Register.
- Payroll Processing, Salary and Wages administration, which includes Salary advance, Overtime, Full & Final settlement.
- Revising minimum wages as per government circular as per minimum wages act.
- Prepare manpower related MIS/Reports like, Overtime & late coming reports, Absenteeism Reports of on Roll and Off Roll Employees, Overtime report etc. Minimize the Absenteeism
- Managing Leave Records pan India (PL, SL, CL) and Helping to Leave Encashment to staff member.
- Streamline the system with the existing and new HR policies.
- Working independently to execute daily Operation work.

Legal/ Statutory Compliance:

- Response to the legal notice as per the law. Attending Conciliation Proceeding, Court Cases.
- Prepare and Submit monthly PF Challans, & ESIC Challans.
- Employment Exchange – Submit ER-I forms & ER-II as per the time bound
- Submit monthly Professional Tax within time limit
- Compliance work for all projects for Gujarat – for new project – applying for all statutory registrations like Labour license, Professional tax, WC policy etc & for existing project – renewal process for all statutory compliances

Training and Development:

- Ensure an effective training and development system is in place wherein training needs are effectively identified, training programs are planned and executed as per the schedule and effectiveness of training is measured from time to time.
- Conduct Soft Skill Trainings for employees to foster better team culture and effective delivery of individual responsibilities
- Measuring effectiveness of training programs

Performance appraisal:

- Ensure detailed job descriptions for all employees are in place
- Ensure an effective, objective and transparent Performance Management System is in place
- Ensure specific, measurable, meaningful, relevant and time bound KRAs are defined for all employees as per the guidelines laid down in the performance management system
- Involved in final appraisal/rating after receiving the feedback
- Involved in the supervision of the effectiveness of the system

Employee Relations/Employee Engagement/Employee Retention:

- Assess and meet employee expectations, ensuring high degree of employee satisfaction.
- Develop a congenial, healthy and competitive culture and assessing the same through periodic Employee Satisfaction Surveys.
- Responsible for ensuring high degree of employee motivation and retention.
- Effectively resolve inter/intra functional issues/conflicts.
- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers.
- Implement Motivation scheme like Suggestion scheme, Appreciation letter, Job Motivation card (Gift voucher) Organizational annual & Festival functions and sport activity, Organization open forum
- Solving the employee issues and close the matters, responsible for transfer and relocation process for employee.
- Implement Motivation scheme like Suggestion scheme, Appreciation letter, Job Motivation card (Gift voucher) Organizational annual & Festival functions and sport activity, Organization open forum
- Solving the employee issues and close the matters, responsible for transfer and relocation process for employee.
- Involvement in the Welfare Policies like Anniversary & Birth day Gift Distribution, Reward & Recognition etc

Administration

Project Management

- Coordinating with Business Team & exploring new property for their requirement towards office & branch office.
- Documentation / Preparing agreement / Liaisoning in coordination with legal team post necessary due diligence
- Execution for Fit out work timely to meet Project Deadline in coordination of different agencies e.g. Vendor, Fit out, Owner etc.
- Coordinating with technical team for installation of connectivity, IT Team for execution of assets and Marketing team for branding, Shifting / Planning for allotting the space / seating

Vendor Management & Documentation

- Managing Rent Agreement of around of 30 branches, Head Office, Regional Office.
- Handling post termination activities e.g. SD Refund, Due Clearance, Shifting Company Asset etc.
- Handling entire new purchase through PO and WO process.
- Support to Branch Team – All Monthly Rental, Expense Management, etc
- Framing of contracts with contractor/vendor (Security guard, Housekeeping, AMC, Etc.,) Managing, Transport, Security, Housekeeping, Accident Cases, Medical Check-up, etc.
- Maintenance & supervision of housekeeping contracts and other AMC (annual maintenance contracts) for equipment's like AC, Market Vehicle Vendor, Attached Vendor, Pest control, Laundry, & Transportation related contract.
- Telephone, courier, printing, and other routine administrative work

Repair & Maintenance

- Managing Repair & Maintenance for around 100 amenities which includes Head Office, Branch Offices.
- Close coordination with technical team necessary tech support e.g. Generator, UPS, Electric Load etc. at Company office/store.
- Ensuring periodic AMC and Maintenance for the critical equipment e.g., Fire System, ect.

Travel Desk & Travelling Claim & Other:

- Handling travel desk for our internal customer with monthly expense
- Managing tasks such as domestic reservations, ticketing of Train, Bus, Cab and Flight, Guest House, and Hotel Booking.
- Managing for the billing & payment for the Employees card used for Travel Desk.
- Handling Pan India travel as well as Local claim verification and timely submission as per policy.
- Petty Cash management with the monthly expense of 50 K.
- Coordination for the internal as well as external event e.g. conference, training, employee celebration etc
- Interdepartmental coordination for the employee welfare activities e.g. Festival Celebration, Blood Donation, Staff Movement etc.

EDUCATIONAL CREDENTIALS

Bachelors in Arts

Gujarat University, India. Year -2010

Diploma Business Administrator in H R M

National Education Management & Technology Studies. Year 2009

Machinist (Grinder) N C V T

Industrial Training Institute. Year 2007

Date of birth: 07th July, 1988

Father Name: Suresh Sinh Tawar

Marital Status: Married

Wife Name: Sarika C Tawar.

Daughter Name: Pari C Tawar (6 years old)

Correspondence Address: 12/16, Harivilla Flats, Nr. Bapa Sitaram Chowk, Krishnanagar,
New Naroda, Ahmedabad, Gujarat – 382345

Language Proficiency: English, Hindi & Gujarati

References: Will be furnished on demand