

Dinesh Kumar Jain

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P/Address:- Tower type D, Block -D, Flat no 1002, 10th Floor, Sarkari Vasahat , Vastrapur, B/h Gurukul , AHMEDABAD – 380052 (Gujarat)

Expected CTC : Negotiable+ Accommodation+ Conveyance

Date of Birth: 16th December, 1959 [61+ Yrs.]

Marital status: married , Child. (All married) : Male-2 (35/29yrs.) Female: 1(29Yrs.)

Last Qualifications: *M.S.W.[Labour Welfare & Personnel Management]-Passed in 1980

from Indore School of Social Work. Affiliated with D.A.V.V., Indore

*Knowledge of Computer (Microsoft Excel, Microsoft Word etc)

Languages known: S/R/W: ENGLISH & HINDI , Read : Gujarati

PROFESSIONAL SUMMARY:-

PRESENT EMPLOYMENT:-

NTF (India) Pvt.Ltd. Unit-IV ,GIDC-II , Sanand (Ahmedabad) Gujarat

From :09th July,2018 on ward [2Yrs 06 Months]

Company profile :- Company engaged in the manufacturing of plastic parts for automobiles Industries **i.e Suzuki Motors etc.**

Job Profile :- As a full time retainer looking after , all the day to day activities relates with company's & Contractor's employees Administration [HR/IR/Admin/Personnel] i.e. manpower planning, recruitment, salary & Wage admin. , Industrial Relations, security, Liaison ,statutory approvals relates related with Factory Act., Contract Labour (Reg.& Abo) Act, follow the advocate in others matter i.e. Civil & other labour matters etc. as per requirement of the management.

Previous Employment :-

(1)Global Wool Alliance Pvt Ltd , Kalamgaon , NH-3 Shahpur (Maharashtra)[Georgia Gullini Fashion Pvt Ltd].From : 27th November,2013 to 28th February 2018 [4 Yrs , 3-months]

Company profile :- Company engaged in the manufacturing of combed wool and woolen / POY blended fabrics .

Job Profile :- As a full time retainer looking after , all the day to day activities relates with company's & Contractor's employees Administration [HR/IR/Admin/Personnel] i.e. manpower planning, recruitment, policy formation ,salary & Wage admin. , Industrial Relations, negotiation with union along with Plant Director, security, Liaison ,statutory licenses & registration relates with Factory Act., Contract Labour (Reg.& Abo) Act, & EPF & M.P. act. etc , of Georgia Gullini at Kalhar – Bhiwandi and Global wool alliance plant at Kalamgaon . follow the advocate in others matter i.e. Civil & other labour matters etc. as per requirement of the management.

(2)Sutlej Textile & Industries Ltd. Bhilad (Valsad-Gujarat) , From:18th June,2011

To 8th April,2013 , Designated as a “Head – HR & Admin.” [1 Yr – 9 Months]

Company Profile: India's oldest group of textile Industries known as K.K.Birla Group. Weaving, processing & garment manufacturing activities at the unit located at Bhilad Vapi.

Job Profile: I am looking after all the day to day activities relates with company's & Contractor's employees Administration [HR/IR/Admin/Personnel] i.e. manpower planning, recruitment, policy formation ,salary & Wage admin. , Industrial Relations, security, Liaison ,statutory licenses & registration relates with Factory Act., Contract Labour (Reg.& Abo) Act, & EPF & M.P. act. etc , attended inspection for SA 8000: 2008 , ISO 9000 : 2008 etc and buyer's audit. assist the advocate in others matter i.e. Civil & Criminal matters etc. as per requirement of the management.

(3) MEP Cotton Pvt. Limited, Rajkot[Gujarat] Role as a Head Of P & HR Section and designated as AGM-P & HR from 20th May,2007 to 15th June,2011 [4 Yrs 1 Month]

Company Profile:. A Mumbai based cotton & Yarn exporter started their manufacturing activities of Cotton Ginning , Pressing , Edible Oil Refinery & Solvent extraction units at Gondal

Job Profile: look after all the day to day activities relates with company's & Contractor's employees Administration [HR/IR/Admin/Personnel] i.e. manpower planning, recruitment, policy formation ,salary & Wage admin. , Industrial Relations, security, Liaison ,statutory licenses & registration relates with Factory Act., Contract Labour (Reg.& Abo) Act, & EPF & M.P. act. etc and assist the advocate in others matter relates with Consumer Forum, Civil & Criminal matters etc. as per requirement of the management .

(4). M/s. Krishna Lifestyle Technology Limited , Silvassa (U.T. of D&N H)

From 1/12/2002 to 17th May,2007 [4 yrs. 6 months]

Designated as a Manager –HRD and role as Head of P&A ,

Company Profile:

This is the Tayal Group /Krishna Group company owned by Sh. Pravin Tayal [KSL Ind , formerly Bank of Rajasthan etc.] based at Mumbai. The aforesaid unit having 1,10,000 ring spindles and 9000 OE rotor at Samarvarni Plant for manufacturing of cotton yarn [Avg Count 24s].

Job Responsibilities:-

Reporting to: The Managing Director, Samarvarni (Silvassa) – Unit Head

- 1.Manpower Planning, recruitment, selection, induction, training and accordingly daily engagement.
- 2.Salary and wage administration. Except [In-come tax assessment and deduction]
- 3.Attend the conciliation & other statutory matters relates with the Labour deptt.
- 4.Employee's welfare: - Housing, Sports activity, Health Check-up, programmed on festivals etc.
- 5.Organizing campus and walk-in interview for the tech. staff recruitment.
- 6.Organizing and supervises the regular in plant training programmed for the workers/fresher.

7. Day to day routine matters relates with employees.

8. Attend the assignments relates with recruitment , policy implementation, etc. of other units i.e. Kalmeshwar [Nagpur] Unit, Govindwal & Kotkapura [Punjab] Units, Pulgaon [Wardha] Unit etc. as deputed and assigned by the management.

9. Attend the Conciliation & other matters before the authority and assist the advocate before the Labour Court.

[5] M/S PARASRAMPURIA INTERNATIONAL, PITHAMPUR (DHAR)

From 24/03/94 to 14/01/2000 (5Yrs.10Months) as a DY.MANAGER (P& A) Reporting to V.P. Tech.[Unit-Head] & G.M.-P&A

Company Profile: The company is an 100% E.O.U. of the **Parasrampuriah Synthetics** group with the capacity of 45000 Ring Spindles. And producing cotton & synthetics blended yarn.

Responsibilities:

1. Compliance of all the statutory returns and assisting the Advocate for attending the Cases before the Hon'ble Labour Court under the Labour Laws including requirement of the pollution control Board too.

2. Implement and follow up the work procedure of P&A section, workers training schedule, appraisal system, manpower planning etc. the enactment of the procedure.

3. Supervise the daily activities of time office & Personnel Deptt. And maintain the harmonious Industrial Relations For the smooth functioning of the unit.

4. Assist the advocate in the matters relates with Labour Court and Industrial Tribunal.

[6].M/S P.B.M. POLYTEX LTD.[BLP Super Spinners Ltd.], BOREGAON, DISTT. CHHINDWARA (M.P)

From 30/04/92 to 17/03/94 (1.yrs.11Months) as an EXECUTIVE INDUSTRIAL RELATIONS and Officiating as a Head P&A section.

Reporting to : Group President [at H.O. Mumbai] and G.M.-Works at plant

Company Profile: The Company situated at the border of M.P. and Maharastra [Nagpur] and Marathi is the local language of the area. The company owned by Syt. K.K. PATODIA of PATODIA GROUP, MUMBAI, is one of the prestigious group in India for EXPORTING the yarn & garments their own (directly).

Responsibilities: I had joined the company at the construction stage and set up the company's Personnel deptt. and start the mill with the trainees and bring it up to the stage of smooth running. I had complied all the statutory requirement as required by the Govt. officials under various Labour Laws applicable to us. First time in the state of M.P. include the training scheme in the Co's standing order and certified from the certifying officer.

[7] M/S . E.SEFTON & CO. PVT. LTD. MIRZAPUR (U.P)

From 09/09/89 to 30/03/92 (**2Yrs.6 Months**) as an Administrative Officer and nominated as 'Factory Manager. Reporting to The Chairman of the company.

Company Profile: The company mainly manufactured the woolen blankets (for D.G.S.&D.) and carpet yarn, the MAHESHWARI ENTERPRISES was the 40+ years old group of Mirzapur [U.P.] and other Group of company's are:

1. E.SAFTON & CO. PVT.LTD.MIRZAPUR U.P.) , 2. MIRZAPUR ELECTRIC SUPPLY COMPANY
3. MIRZAPUR COLD STORAGE, MIRZAPUR 4. VINDHYA PROCESSORS, MIRZAPUR (U.P.)
5. BUNDELKHAND SOLVENT EXTRACTIONS PLANT BANDA (U.P)
6. SMT. KAMLA MAHESHWARI GIRLS DEGREE COLLEGE, MIRZAPUR

Responsibilities: I was fully responsible for all the Personnel /I.R. & Administrative activities of all the company's of Maheshwari Enterprises, which includes the follow up with the Advocate for the cases pending before Supreme Court/Allahabad & Calcutta High Court /Industrial Tribunal at Allahabad/ Labour Court at Varanasi and attended Conciliation & other matters before Dy.L.C. at Renukoot /A.L.C. at Mirzapur , R.P.F.C. Varansi etc.

[8]M/S BILASPUR SPG. MILLS & IND .LTD, BILASPUR (M.P)

From:23/04/85 to 28/08/89[4Yrs. 4Months] as a LABOUR OFFICER

Reporting to G.M. [Unit-Head]

Company Profile: The company is owned by Syt..B.K.Nopany's which relates with Syt. K .K. Birla's family. The company producing Cotton Yarn[Spinning Unit] .

Responsibilities: I was responsible for all the statutory compliance relates with the Labour deptt., and manpower planning and daily engagement. Assist the Advocate in the pending statutory matters of the company's before the court because the mill was too old and passing through financial crises. It was a new challenge to work & learn with the above situation of the company.

[9]M/S MODERN SYNTEX (I) LTD., ALWAR (Raj)

From 24/05/80 to 24/05/85 [5Yrs.] as a LABOUR OFFICER.

Reporting to Factory Manager & Mill Manager.

Company profile : The "Modern Group" is a well known group in the Textile Industries.

Responsibilities: I had started my career from the prestigious company of the Modern group' and learn about the aspects of Personnel and industrial relations with cost awareness . Provide the operative hands as per sanctioned and engaged according to the union agreement

Summary of the Responsibilities:

Personnel: Preparation of personnel Polices. Wage and Salary Administration. (Time Keeping Work), Attendance, Leave, Overtime. Administration of housing ,House keeping, Canteen & Security etc. Proper maintenance of personal files. Full and final Settlement.

Industrial Relations:-Grievance Handling. Statutory Compliance's under Various Labour Laws. P.F, Factory Act, Contract Labour Act. Etc.. & submit the returns within due dates. Union

negotiations and Attending Conciliation, Labour Court, and Industrial Court, Liaison with Government Authorities and Advocate. etc.

Legal Follow up with advocate in all the level of court of Judicatures :-

Labour Court, Industrial Tribunal (Termination etc. matters).and matter before various Statutory authorities i.e. D.I.C.,EPF ,Labour law, Pollution board , Factory Inspectors , etc.

District court, Court. ,metropolitan magistrate , Andheri court etc.: Civil and Criminal matters (fraud and recovery matters), District Consumer forum ,Rajkot and state consumer forum Gujarat at Ahmedabad .

High Court (at Allahabad and Kolkatta,): For stay in order passed by lower court in civil matter and accused bail matter (criminal matter).

Human Resources [Generalist] only :-

Preparation Of Policies, Manpower planning, recruitment, selection, induction, annual performance, promotion & increment ,welfare ,motivation, & arrange training Programs etc.

Current Fees : Rs.9.00 Lac PA etc

Expected Salary : Negotiable + Family Acc.+ Conveyance

Joining Time required : 30 days (max.) after receiving of offer [or Contract] letter etc.

Date : 7th January,2021

Place: **Ahmedabad**

D.K.Jain

EMPLOYMENT HISTORY : [Total :36 Years 01 Month]

S.NO	PERIOD		EMPLOYED IN & As	Yrs & Month
	FROM	TO		
01	09/07/2018	Till date	NTF (India) Pvt. Ltd., Unit-IV, GIDC-II, Sanand, Ahmedabad (Gujarat) as a RETAINER – [Manager –HR & Admin]	2 Yr 06 Months
02	27/11/2013	28/02/2018	Global Wool Alliance Pvt. Ltd. , Vill.: Kalamgaon , Taluka : Shahpur , Distt : Thane (Maharashtra)- “RETAINER” [Sr.Manager – HR & Admin]	4 Yrs 3 Months
03	18/06/2011	08/04/2013	Sutlej Textile & Ind. Ltd. , Bhilad , Distt Valsad (Gujarat), as a “Head – HR & Adm”	1 Yr 9 Months
04	20/05/2007	15/06/2011	MEP Cotton Pvt Ltd , Gondal , Distt Rajkot (Gujarat), as a “AGM – HR & IR”	4 Yrs 1 Month
05	01/12/2002	17/05/2007	Krishna (Tayal) Group , Samarvarni Silvassa as a “Manager - in HR & Adm”	4 Yrs 6 Months
06	21/03/1994	13/01/2000	Parasrampur International , Sector -3 , Pithampur , Distt Dhar (M.P.) as a “Dy Manager- P & A”	5 Yrs 10 Months
07	30/04/1992	17/03/1994	PBM Polytex Ltd. , Unit :BLP Super Spinners, Vill.: Borgaon , Distt : Chhindwara (M.P.), “Executive”	1 Yr 11 Months
08	09/09/1989	30/03/1992	E.Sefton & Co. Pvt.Ltd. , Jabalpur Road , Mirzapur -231001 (U.P.) ,As a “Admin. Officer”	2 Yrs 6 Months
09	23/04/1985	28/08/1989	Bilaspur Spinning Mills and Industries Ltd., BILASPUR - 495007 as a “Labour Officer”	4 Yrs 4 Months
10	24/05/1980	24/05/1985	Modern Syntex (India) Ltd. , Vill. : Desula , ALWAR 301030 – Rajasthan , As a “Labour Officer”	5 Yrs
			Total Experience	36 Yrs – 8 Month