

Roshan Balkrishna Akhude

Plot no. 17, Teachers colony, Wanadongri, Hingna Road, Nagpur-441110

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Career Objective

Seeking a challenging position in HR or Admin department in a renowned organization where I will be able to utilize my skills and service experience to maximize the efficiency and help in the growth of the organization.

Career Summary

6 years of experience in Human Resource and General Administration. Ability to work in high pressure environment and a good team player.

Work Experience

Solar Industries India Ltd. (Solar group-Nagpur Head Office)

Asst. Manager – Corporate HR & Admin

Dec 2021 – Till Date

- Recruitment – Sourcing candidates through various job portals and scheduling their interviews with respective departmental heads
- Making Offer Letter, Appointment Letter, CTC structure Experience certificate, Relieving letter, etc.
- Taking care of On-boarding process of new joiners & their Induction training
- Maintaining recruitment tracker and keeping rigorous follow up with the candidates and respective heads for closing the positions on priority
- Maintaining 5S protocols & procedures in HR & Admin operations
- Handling HRMS for various internal HR operational activities like exit process, raising MRF, approval matrix, etc.
- Acting as SPOC for Hyderabad unit including all corporate HR & Admin operations
- Assisting payroll team for PF, ESIC compliances as per the need.
- Bridge management and employee relations by addressing demands, grievances or other issues
- Assisting in overall HR strategies, systems, tactics and procedures across the organization
- Assisting in developing and implementing effective HR policies for all operational procedures

Vidarbha Institute of Medical Sciences, Nagpur

HR Officer cum Asst. A.O.

June 2021 – Nov 2021

- Payroll management using MEDNET and manual intervention
- Employee Engagement
- Stakeholder Management
- Training arrangement of all Employees through assessing training needs and monitoring training programs
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Managing the recruitment and selection process
- Oversee and manage a performance appraisal system
- Ensure legal compliance throughout human resource management
- Supervise daily administrative operations and monitoring administrative staff's performance
- Prepare work schedules
- Monitoring the organized medical and employee records
- Answer queries from doctors, nurses and healthcare staff
- Resolve potential issues with patients
- Stay up-to-date with healthcare regulations

- Managing the hospital activities with respect to the requirements of NABH
- Liaisoning with Nagpur Municipal Corporations for various Quality parameters of the hospital
- Taking daily rounds of the hospital for monitoring the routine activities
- Taking care of the Infrastructure of the hospital including Maintenance

NKP Salve Institute of Medical Sciences & Research Centre, Digdoh Hills, Nagpur

HR Executive (Generalist Role)

December 2018 – June 2021

- Making proposals of Appointments, Promotions, Increments, Resignation
- Payroll and Attendance Management through SPINE HR Suite.
- Screening Resumes
- Stakeholder Management
- Coordinating with candidates telephonically and in-person for suitable positions
- Taking follow-up for Annual Confidential Reports (ACR) from respective departments.
- KYC updating of Employees for Provident Fund work.
- Managing the full recruitment cycle across all teaching and non-teaching roles.
- Taking financial implications from accounts team for increments.
- Conducting employee orientation and facilitating newcomers joining formalities.
- To look after grievances of employees, issue of Show cause notices, Memo, Grievances settlement of employees in coordination with departmental HOD and management.
- Maintaining data of AISHE in coordination with Dean Office.
- Maintaining data of MCI, DCI, NAAC and NABH and coordination with the respective departments as and when needed.
- Scheduling Exit Interview of the employees with Head of the Institute and respective HOD.

National Cancer Institute, Jamtha-Nagpur

PS to Joint Director (Admin)

September 2017- December 2018

- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing in-person and phone interviews with candidates.
- Performing reference and background checks.
- Making recommendations to company hiring managers.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicating employer information and benefits during screening process.
- Staying current on the company's organization structure, personnel policy regarding employment practices.
- Serving as a liaison with area employment agencies, colleges, and industry associations.
- Conducting exit interviews on terminating employees.
- Drafting letters and applications.
- Reviewing appraisal forms.

HSM EDIFICE Construction Services Pvt. Ltd.-Nagpur

Project Co-ordinator

June 2015- August 2016

- Supervise subcontractors and coordinate between suppliers and vendors.
- Site Supervision & provide changes in design according to customer requirement and also maintain budget and schedule.
- Coordinate with construction team and administration department.
- Ensure project completion within scheduled time.

Academics

Qualification	Institute/University	Percentage/CGPA	Year of Passing
MBA (HR& OPS)	CP & Berar College of Business Management, Nagpur	7.8	2020
BE (Civil)	KDK College of Engineering, Nagpur	70.23	2015
XII	Mahatma Gandhi Jr. College, Meghe Group, Nagpur	76.00	2011
X	Hadas High School, Nagpur	83.84	2009

Key Skills & Strengths

- Recruitment, Onboarding
- HR Operations
- Payroll Management
- Stakeholder Management
- Employee Engagement and L&D
- Ability to plan jobs and assign them to the appropriate person
- Can work with organisation effectively
- Self-motivating, self-disciplined
- Ambitious and committed to excellence

Personal Details

Date of Birth : 17th July 1993
Languages Known : English, Hindi and Marathi
Address : Plot no. 17, Teachers colony, Wanadongri,
Hingna road, Nagpur-441110

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