

Mahesh Karbhari Jadhav

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Looking for a human resources management position where I can utilize my exceptional skills, expertise in selecting the right recruit and excellent leadership skills in providing the organization effective manpower.

PROFESSIONAL SYNOPSIS

- ❖ MBA(HR) with more than 9 years of experience in HR Generalist profile as Recruitment, Induction, Employee Engagement, Training & Development, Attendance & Leave Management, MIS, Performance Management System (PMS), Payroll, Salary Calculation, Provident Fund (PF), ESI and Gratuity.
- ❖ Good in Employee Relation & Office administration.

CAREER CONTOUR

3rd Feb 2020 to till date Assistant Manager at Earth Care Equipments Pvt. Ltd.

Earth Care Equipments Private Limited" established in **2010**, introduce ourselves as a company engaged in manufacturing Organic Composting Machines "KWIK COMPOSTER". These machines offer a greener and a cleaner alternative to the problem of organic waste disposal. "KWIK COMPOSTER" is a fully automatic Bio-Mechanical Composter and a continuous organic waste converter.

Key Deliverables

- ❖ Manpower Planning & utilization
- ❖ Centralized Payroll processing
- ❖ Attendance & Leave Management,
- ❖ Contractor's Labours payroll management
- ❖ Statutory Compliances
- ❖ Joining, withdrawal, transfer formalities.
- ❖ Record Management & Monthly processing of Reimbursements,
- ❖ Preparation of HR MIS reports,
- ❖ Training Development- Identify & asses training needs within company
- ❖ Plans, organizes, facilitates and guidelines materials for employee development and training events
- ❖ Separation - Full and Final settlement of leaving employees including Clearance and issuance of Relieving Letter
- ❖ Administration of staff compensation, benefits and welfare
- ❖ Group Mediclaim insurance and Personal Accident policy compliance
- ❖ Interim On-site HR support to Group Units including Time Office and Attendance
- ❖ HR Audits - Conduct periodical HR Audits of Group Units and present report to the Management.
- ❖ Employee's grievance handling.

15th July 2019 to 2nd Feb 2020 Assistant Manager Onkar Dies Pvt. Ltd.

Onkar Group comprises of **Onkar Dies Pvt. Ltd.** and **Tusshar Axles Pvt. Ltd.** Currently has **six manufacturing units**. Currently we have 400+ employees. Onkar Group offers wide range of superior quality products for automotive and non-automotive segment. The company is well-known supplier and manufacturer of axle housing, drop channel, hanger assemblies and metal inserts.

11th sept'17 to 13th July 2019

Sr.HR-Officer

Autoline Industries Ltd. Chakan

Autoline Industries Ltd is IATF16949 & ISO 14001:2004 Certified Company. A Manufacturing of the sheet metal stampings, Welded & Mechanical Assemblies like foot control Pedal Module, Jack Assembly, Parking Brake Levers & door hinges for automotive application.

Roles & Responsibilities

- ❖ Daily Manpower Management - on role & contractor
- ❖ Attendance & Leave Management,
- ❖ Payroll, calculation of Salary, P.F.
- ❖ Joining, withdrawal, transfer formalities.
- ❖ Record Management & Monthly processing of Reimbursements,
- ❖ Preparation of HR MIS reports,
- ❖ Medical claim / reimbursement process & Grievance Handling

TRAINING & DEVELOPMENT

- ❖ Training Coordination Implementation
- ❖ Organizing training materials
- ❖ Preparation of training Plan
- ❖ Support in the training events
- ❖ Maintaining records of training programs & certifications.

EMPLOYEE RELATIONS & WELFARE

- ❖ Conducting employee engagement activities month on month basis,
- ❖ Planning, and Managing the rewards & recognition schemes
- ❖ Planning & involving all employees in various engagement activities
- ❖ Assisting in organizing various events Birthdays, Annual day celebrations.

ADMIN ACTIVITIES

- ❖ General Administration of Company
- ❖ Supervising security & housekeeping personnel
- ❖ Vendor Management, Billing Process, Work station allocation
- ❖ Responsible for stationery & office administration.

Highlights: Trainings Acquired:

Certified internal Auditor for IATF16949:2016

IATF 16949 & TS 16949 Implementation, EMS Implementation.

VSME, MBF at SPICER INDIA LTD, Chakan, Pune.

1st Oct'14 to 5th Sept 2017

Sr.HR Executive

SHIROLE GROUP

1) Viraj Engineers& Exporters Pvt. Ltd. 2) Natasha Fin Tubes Pvt. Ltd.

HR ACTIVITIES

- ❖ Conducting and coordinating Induction/Orientation for new joinee's,

- ❖ Dealing with employees Joining and Exit formalities by issuing Offer Letter, Appointment Letters, Relieving Letters, Experience Letter,
- ❖ Completing new joinee's salary Bank A/c opening, issue of new SIM card, Data card, Access card, ID card, Visiting card.
- ❖ Managing Recruitment and coordination of interviews,
- ❖ Exit formalities Full and Final Settlement processing,
- ❖ Maintaining Personal files & Preparing Organization chart,
- ❖ Managed company Transport issues, vendor issues, Canteen issues,
- ❖ Maintained vendor Bill records & follow up with accounts department for the payment release.

16th Apr'12 to 24th June'14

Executive- HR

AVM AUTO COMPONENTS

AVM Auto components is ISO/TS 16949:2009 certified company. A Manufacture of Sheet Metal Pressed Components & Welded Assemblies for Automotive Industries.

Key Deliverables

- Payroll processing, & HR Admin Activities
- Training & Development
- ISO/TS 16949:2009 Documentations
- Assistant MR for ISO/TS 16949 : 2009
- To conduct Internal Audit as per Annual Plan

ACADEMIA

2008 - 2010	Master of Business Administration [Human Resource] ICFAI University, Dehradun
2005 - 2008	Bachelor of Art with Distinction [Geography], Pune University
2004 - 2005	H.S.C. with First Class with Distinction [Art], Pune Board
2002 - 2003	S.S.C. with Second Class [English, Hindi, Marathi, Math's, Science, Soc. Science]

IT FORTE

Operating System	:	Windows 2000, Windows XP, Vista.
Computers	:	Basic & Internet Proficiency.
MS Office	:	MS Word, PowerPoint, Excel, Outlook.

PERSONAL DOSSIER

- ❖ DOB : 13th May 1986
- ❖ Languages Known: English, Marathi, Hindi
- ❖ Marital Status- Married
- ❖ Current Address: Sr.No 228, Shivparvati Residency, 1st floor, flat no.A2, Dighi Road, Bhosari Pune.