

## **RESUME**

TejramLuche  
B.B.A. M.B.A.(HR)  
E-mail- tejramluche@gmail.com  
Ph: 07620364333 / 7620962327

Seeking a challenging environment that encourages learning, creativity, provides exposure to new ideas and simulates personal and professional growth.

### **CAREER ABSTRACT**

- ☐ An incisive professional with 13+ years hands on experience in Core HR, Industrial Relations, Statutory Compliances under various legislations, Contractors Management, Performance Management System, Recruitment, Training, Compensation management, Payroll, Time Office, Maintaining MIS in excels etc.
- ☐ Looking after all the HR/Admin. Department includes IR, Co-Ordination to statutory departments Police Stations, Manufacturing Associations, Factories, Trade Union, Labour/Civil Courts, Pollution control Board, PESO, RTO, PWD, Land Laisoning, Forest Department, Arrangement of Tours & Travels, Housekeeping, Arrangement of Annual Meetings, statutory Certificates Management & accomplishing all the HR/Admin Formalities.
- ☐ Effective communicator with extensive ability to grasp new things.
- ☐ Demonstrate the ability to meet targets with high quality of work, within time framed.

### **PROFESSIONAL EXPERIENCE**

Executive-HR/Admin. At SMS Infrastructure Ltd., Jodhpur (RJ) Since 01- Aug 2012 to 15- Jun 2014

Personnel Officer At Sanvijay Rolling & Engineering Ltd., MIDC, Nagpur (MH) Since 01- July 2014 to 23- July 2018.

Assist. Manager – HR At Eastern Condiments Pvt. Ltd., Kota (RJ) Since 26-July 2018 To 28-June 2019

Assist. Manager – HR At Wind World India Ltd., Jaisalmer (RJ) Since 29-June 2019 to 08-June 2021.

Manager - HR & IR At Thriveni Earthmovers Pvt. Ltd., Gadchiroli (MH) Since 22-June 2021 to Till Date.

**Total Experience : 13+ Years As HR/IR Professional.**

### **Recruitment & Selection**

- Responsible for full life-cycle of recruitment process.
- Understanding the requirements of Manpower
- Effective use of various modes of Sourcing like Employee Referrals, Internal database, for identifying the potential candidates.
- Job-postings, Mass Mailing, Messaging & Managing Online folders.
- Conducting first level interview to check interest level, availability, compensation, etc.
- Salary and Date of Joining negotiations, Offer Letter preparation, Offer Acceptance Agreement.

- Maintaining the candidate database and MIS on regular basis based on skills and experience levels.
- Updating the trackers on day to day base and give proper reports to the management.
- On Site Manpower Selection Procedure.
- Review Manpower Policies while selection process at site level.

### **On Boarding and Induction**

- Conducting the induction program for the new Joinees.
- Maintaining the MIS related to the new Employees.
- Drafting HR/Admin. Letters, Government Departmental Letters Drafting etc.

### **Hard Core HR/IR**

- Handling Matters of Adjudication under Various Courts, Trade Unionism, MPCB, PESO, Local Political Issues, Handling local Police matters/cases.
- Co-ordination with trade unions long term settlement, policy formulation, etc.
- Statutory filing under various legislations like EPF Act, ESIC Act, Contract Labour, Factories Act, LWF, etc.
- Actively participating in Company CSR Activities like Flood rescue, Help to Naxal affected villages, Visiting Grampanchayats for various government schemes from company behalf.
- Co-Ordination &Laisoning with government departments like PESO, MIDC, MPCB, BMA, PWD, Forest, RTO, ESIC, EPF, Labour Department, Fire & Safety etc. in certain circumstances.
- Maintain Records Leave, Accident, Insurance chart, Lifting Tools & Tackles, Payroll etc.
- Maintaining Employee I-Cards, Offer Letter, Appointment Letter, Confirmation &Promotion Letters, Transfers, Retirement Schedules, Training Schedules, Appraisals etc.
- Maintaining Punching Machine, Over Times, Working Shifts Management, Musters & Prompt in Time Office.
- Joining formalities for new Joinees with their Bank Account opening, Family Record Updation, ESIC Card generation.
- Industrial relations & Grievance Handling like Strikes and lockouts etc. at site level.
- Generation of Labour Licence & Co-ordination with Labour Officer, Labour Contractors etc.
- Separation of Industrial Conflict & Personnel Conflict of Employees.
- Generation & Implementation of Organizational Policies Including Leave Policy, Attendance policy, Policies relating to HR/Admin.
- Registration, Generation & Returns of EPF & ESIC. Formulated various committees under various regulations.
- Land Laisoning& Agreements

### **Hard Core Admin.**

- Maintains statutory charts under various laws/legislations for respective compliances.
- Managing facilities like residential accommodations & vehicle management.
- Care taker of all the Company Assets, Managing Events like “Safety Saptah” at Nagpur, Arrangement of the Tours & Travels lodging & fooding, etc.
- Arrangement of Annual Meeting, Office Assets Management, Files Management, Departmental Meetings etc.

### **Training and Development**

- Training Facilitator for all organizational trainings.
- Arranging Faculty.

- Calendar Preparation for every month.
- Nomination Management for all training.

### **Performance Management**

- Responsible for the timely closure of the confirmation reviews, mid and annual Performance reviews of all the Employees.
- Performance management MIS maintenance.
- Mailing the Confirmations to the respective employee.

### **Employee Engagement Activities**

- Handling employee queries and ensuring the timely closure of the open action items.
- Responsible for organizing cultural events, birthday celebrations, Farewell, Co-ordinating Instant Recognition etc.
- Involved in the formulation of the status report (HR Review) on a regular basis.
- Arranged various Welfare events/ Charity.

### **Training Undergone.**

- Participated in Business Event 'TIE Nagpur'
- Attended a Seminar on 'Communication Skills'
- Attended a Seminar on 'Interview technique for Managers'

### **Computer proficiency**

#### **SAP HR Module, HRMS Module, MS-office**

- Operating Systems like Windows Vista, XP, 7 & 8 etc.
- Familiar with basic Computer Application and Internet.

### **Education**

- **MBA.** In 1<sup>st</sup> Division with 64.04% from G.H. Rasoni College, Nagpur University.

**Major:** Human Resource, **Minor:** Financial Management.

- **B.B.A.** In Ist Division with 63.50% from K.R. Pandav College, Nagpur University.
- **H.S.C.** with 52.00% from Maharashtra state board March 2008
- **S.S.C.** with 53.46% from Maharashtra state board March 2006

### **Personal Details**

- Permanent Address : At. Po. Gothangaon Ta. Kuhi Dist. Nagpur
- Birth Date : 05th July 1990
- Marital Status : Married
- Nationality : Indian.
- Gender : Male.
- Languages known : English, Hindi, Marathi.

### **Declaration**

**I hereby declare that all above mentioned information is true to the best of my knowledge.**

**Date:-**

**(Name)**

**Place:-**

**Tejram P. Luche**