

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 Medclaim 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.

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.

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.