

# **DEEPAK M. PAITHANKAR**

**Mob No: (+91) 9975131519**

**E-mail: [dpak2205@gmail.com](mailto:dpak2205@gmail.com)**

*To Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs by the fulfillment of organizational goals with my experience and which offers good opportunities in terms of learning & growth. Efficient leadership qualities with the ability to control and manage the department and generate the best outcome. Ability to balance employee relations with the management and maintain high morale within the staff, to keep up the spirit of quality work within the employees.*

- A dynamic HR Professional with over 13+ years of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Legal Activates, Industrial Relations, Employee Welfare and Administration.
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation.
- Merit of providing prompt resolution of employee grievances to maintain cordial management - employee relations.
- Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.
- Successful at motivating staff through clear communication and outstanding organizational skills.
  - HR policy Execution
  - Recruitment
  - Training and Development
  - Employee and Labor Relation / Welfare
  - Risk Management
  - Audits And legal compliance
  - Performance Management
  - Statutory compliance
  - Health And Safety management
  - Legal Cases

## EMPLOYMENT DETAILS

<b>Organization:</b>	Mahamaya Infra Developers Pvt Ltd. (Coal Washery) <u>(A Unit of Hind Energy &amp; Coal Benefication (India) Ltd.)</u> Kh No 366 to 375 Village - Belsani, Ghugus, Dist: Chandrapur.
<b>Designation:</b>	General Manager – HR (Plant)
<b>Work Duration:</b>	From 15/12/ 2023 till Date
<b>CTC</b>	12 Lakhs Per Annum

### **Key Result Area:**

- Accountable for all HR & Legal Activities of the plant. (Greenfield Project)
- Accountable for complete Statutory Compliance of new plant viz. P.F., E.S.I.C., DISH, Labour Office, Dept. of Geology & Mining, State Transport Authority, Irrigation Department, Grampanchayat etc.
- Responsible for recruitment process of new plant.
- Implementation of Various Cost-Efficient Schemes Like NAPS, NATS, Training etc.
- Implementation of Performance Management System.
- Implementation of complete HR System for the smooth running of the plant.

<b>Organization:</b>	Kapilansh Dhatu Udyog (P) Ltd. (Foundry) At Post: Khairy, Teh: Kamptee, Dist: Nagpur.
<b>Designation:</b>	General Manager - HR
<b>Work Duration:</b>	From 1/1/ 2021 till 10/12/2023
<b>CTC</b>	8 Lakhs Per Annum

### **Key Result Area:**

- Taking care of HR & Legal Activities of all 3 Units of MOHTA Group.
- Handling Legal Compliance of P.F., E.S.I.C., DISH, Labour Office, L.W.F., Mathadi Board, Grampanchayat etc.

- Handling Legal Cases. (Labour, Recovery, Cheque Bounce)
- Handling Land Related Matters. (Agriculture to N.A.; Kotwal Dungi etc)
- Handling Local Authorities like Police Station, Fire Station, Hospitals etc. in Case of Accidents, Fire Incidents, Theft etc.
- Timely Updating Various Policies like Conveyance Policy, Travelling Policy, Advance Policy etc.
- Organizing & co-ordination for activities like cricket tournament, blood donation camp, 26<sup>th</sup> January & 15<sup>th</sup> August Programmes, Diwali Puja etc.
- Handling Worker Grievances.
- Taking Care of Disciplinary Action.
- Responsible for Recruitment at Various Levels.
- Implementation of Various Cost Efficient Schemes Like NAPS, NATS, Training etc.
- Implementation of Performance Management System.
- Heading the Team Responsible for Salary Administration.
- Heading the Team for General Administration Work Like Personal File, Circulars, Meetings, Induction Process, Students Visit, Managing Company Car, Labour Quarters, ISO & Safety Audits etc.

<b>Organization:</b>	<b>TRUFORM Techno Products Ltd. (Foundry)</b> At: Kawatha, Post: Khairy, Teh: Kamptee, Dist: Nagpur.
<b>Designation:</b>	HR Manager
<b>Work Duration:</b>	January 2014 till December 2020
<b>CTC</b>	5 Lakhs Per Annum

### **Key Result Area:**

- Supervision of General working of Personal File Updating, Taking Meetings, Performance Appraisal, Students Visit, ISO Working etc.
- Supervision of Recruitment Process with Induction.
- Handling Day-to-day employee grievances.
- Handling Statutory Compliances of P.F., MPCB, DIC, DISH, Grampanchayat etc.
- Handling all Legal Cases.
- Organizing & co-ordination for activities like cricket tournament, blood donation camp, 26<sup>th</sup> January & 15<sup>th</sup> August Programmes etc.
- All Joining formalities, inductions, HR Policy of new staff.

- Training & its effectiveness of employees, conducting in-house regular training (Technical & Soft skill) through internal & external faculties.
- Appraisal of employees, review of trainees, KRA & KPI (All 3 Units).
- Looking after SIP, Industrial Visit, Live projects, Industrial studies etc.
- Taking review of SIP, Live projects, and Industrial studies.
- Exit process, Full & final formalities.
- Monitor employee suggestions & welfare.
- Handling Attendance, Leave, Salary, deductions, bank statement, bonus register, PF, ESIC registration.
- Statutory compliance of the entire government department.
- Handling audit ISO, Safety audit, factory Inspector.
- Handling Government official visits.
- Assisting in renewal of factory license, labour licenses other agreements.
- To conduct meetings of worker & mid level staff.
- Reporting of receptionist, Security.
- Handling plant activities, labour related problems.
- Handling requirements of safety equipments (Safety shoes, helmet, gloves).
- Preparing and maintaining Monthly review meeting data.
- Taking care of accidents, First-Aid & hospitals bill.
- Reporting & work review Security, Office Boys, and Drivers& Sweepers.

<b>Organization:</b>	<b>Goyal Industries,</b> N-89, MIDC Hingna, Nagpur.
<b>Designation:</b>	H R Officer
<b>Work Duration:</b>	April-2012 to December 2013
<b>Salary:</b>	Rs. 15000/- Per Month

### ***Key Result Area:***

- General Administration like attendance, leaves, memo's , performance appraisal etc.
- Arranging Training Programmes.
- Handling Statutory Compliances like ESIC, P.F.
- Handling and Co-coordinating Legal Compliances of various government departments like M.P.C.B., D.I.C etc.
- Handling and Co-coordinating for Legal Cases (Sec.138 N.I. Act, Recovery, C-Form, Civil Suit etc.)

## EDUCATIONAL QUALIFICATION

<b>Course</b>	<b>University / College</b>	<b>Year Of Passing</b>
<b>M.S.W. (Human Resources)</b>	Purushottam Thote College of Social Work, Nagpur.	August 2013
<b>M.L.S. (Labour Law &amp; Human Resources)</b>	Regional Labour Institute, Nagpur.	June 2011
<b>B.B.A (Human Resources)</b>	C.P. & Berar College, Nagpur	June-2009
<b>H.S.S.C</b>	Kurveys New Model Junior College, Nagpur	February 2006
<b>S.S.C</b>	Saraswati Vidyalaya, Nagpur,	March - 2004

## PERSONAL DETAILS

<b>Name</b>	Deepak Moreshwar Paithankar
<b>Father Name</b>	Late Moreshwar Piraji Paithankar
<b>DOB</b>	22/05/1988
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Language Known</b>	Marathi, Hindi, English
<b>Residential Address</b>	286 Abhyankar Nagar, Nagpur-440010
<b>Current Address</b>	Sai Nagar, Ghugus, Chandrapur

### ***Declaration***

***I hereby declare that all the statements made above are complete and true to the best of my knowledge.***

**Place:**

**Date:**

**Deepak M Paithankar**