

Narayan Maruti Patil

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OBJECTIVE:

To impart my potential skills to the corporate world which will go a long way in the form of my career enhancement as well as constructive contribution to the organization and my country.

PROFESSIONAL SYNOPSIS:

- A dynamic HR professional with 10+ years of experience of Set up of Greenfield projects & Plant HR.
- Planning, strategizing and implementing abilities with demonstrated success in handling HR, IR & Administrative Matters.
- Self motivated professional with effective communication & leadership skills.
- Team leadership and work as a change agent

EDUCATIONAL QUALIFICATION:

- Completed M.S.W. (Human Resource Management & Labour Welfare) with 1st class from Shivaji University, Kolhapur in 2006.
- Completed B.Sc. (Physics) with 2nd class from Shivaji University, Kolhapur in 2004.
- Completed H.S.C. with 1st class from Kolhapur Board in 2001.
- Completed S.S.C. with 1st class from Kolhapur Board in 1999.

EXTRA ACTIVITIES:

- ❖ Registered **Welfare Officer** under The Factories Act, 1948 and The Maharashtra Labour Welfare Officer (Duties, Qualification and Conditions of Service) Rule, 1966 [Registration No. **DISH / 94 - S / P - 048** dated 14.08.2007]
- ❖ A Life Member of “**National Institute of Personnel Management**” since **October 2013 (Membership No. L33164)**.
- ❖ Was City co-coordinator for **Pimpri Chinchwad of Maharashtra Police Mitra Mandal**.
- ❖ A study on “**Human Resource Management Practices at Venus Ethoxyethers Pvt. Ltd., Bicholim, Goa**.”

WORK EXPERIENCE:

- ❖ Currently working with **Flash Forge Group** as Plant HR (Business Partner) and responsible for entire Mumbai (Mahape & Khopoli units and Three sites) from July 2015 till date (handling green field project).
- ❖ Worked with **Texol Group** and handled two units independently (**Texol Engineering Pvt. Ltd., Bavdhan & V.K. Pump Industries Pvt. Ltd, Nashik**) from January 2013 to July 2015.
- ❖ Worked with **Emcure Pharmaceuticals Ltd. Hinjwadi** from April 2010 to Dec. 2012.
- ❖ Worked with **ThyssenKrupp Industries India Pvt. Ltd., Pimpri, Pune**, from Dec. 2006 to March 2010.
- ❖ One year field-work experience in the “**Popular Steel Works and Agricultural Implements Pvt. Ltd., Shivaji Udyamnagar, Kolhapur**” (Every Wednesday and Friday).

JOB PROFILE:

ACHIEVEMENT

- ❖ Obtained MIDC Approval (Sub Letting)
- ❖ Obtained Factory License, MPCB Consent, PF & ESIC Codes, sanction of electricity connection
- ❖ Started companies news letter – “Beyond Limits”
- ❖ Successfully handled the Politicians & local issues at Khopoli Plant
- ❖ Formulated various Policies
- ❖ Developed various forms and formats - Manpower requisition, Joining format, Travel requisition format, Interview evaluation formats, Mobile requisition format, Evaluation format (for trainees, probation, confirmation, Appraisal), Exit interview format
- ❖ Implemented & started various safety related activities like PPE's, working uniforms and as per Factories Act
- ❖ Prepared the HR Budget
- ❖ Started to maintain various registers at Gate
- ❖ Took approval for online maintenance of Payroll and Time office from Labour Office.
- ❖ Supported the employees for higher education
- ❖ Started Technical Library
- ❖ Successfully Faced the ISO Audit 9001:2015 & AS 9100 Rev C
- ❖ Faced various Pharma related audits like USFDA, MHRA, FDA etc

CHANGE MANAGEMENT

- ❖ Influencing and facilitating the process of organizational change through various engagement initiatives
- ❖ Design and implement various engagement activities for employees to increase team bonding and thereby changing the culture of the organization

BUSINESS PARTENERING

- ❖ Coordinate with the Corporate Finance team to ensure achievement of synergies by driving the appropriate prioritization of HR business transition across the organization while simultaneously determining "needs vs. wants," budget considerations, and timetable requirements.
- ❖ Identifies inefficiencies, cost reductions or system improvements.

RECRUITMENT

- ❖ Working with the Business Heads and HOD's to prepare manpower budget
- ❖ Checking application/sourcing profiles for all levels through job Portals and other resources
- ❖ Scheduling and coordinating interviews.
- ❖ Salary negotiation
- ❖ Preparing and sending job offers and appointment letters.

JOINING, INDUCTION & ORIENTATION

- ❖ Complete joining formalities for new employees.
- ❖ Conduct orientation program for new employees as per their designations and job profile
- ❖ Individual and Group Induction
- ❖ Arranging interactive sessions with Directors
- ❖ Generation of employee code, email id, issuing ID card, opening bank account, mediclaim additions, filing all forms related to the joining formality, PF, ESI, maintenance of personal file and explaining the company policies and procedures.

PAYROLL & LEAVE MANAGEMENT

- ❖ Responsible for salary processing of employees till final disbursement into their bank accounts. It involves coordinating with payroll vendor, providing the input in the format as required, coordinating with the finance team for salary disbursement, for salary to be kept on hold, and also for smooth salary transfers.
- ❖ Time office maintenance, Leave administration, Salary administration and service after payroll process provided to the all employees.
- ❖ All the reports related to salary including salary slip and contribution and reports forwarded to the PF, ESIC, Form 16 & Income Tax related issues and Insurance.
- ❖ Attendance regularization, monitor new joiner, and left employee for Salary Administration.

COMPENSATION AND BENEFITS

- ❖ Develop creative alternatives for the remuneration and benefits for reviewing and rewarding performance effectively
- ❖ Acts as a strategic partner in the ongoing development of compensation and benefits strategy.
- ❖ Leads the implementation of the compensation and benefits policies and programs.
- ❖ Responsible for ensuring that employees are aware of the structure and intent of compensation and benefits

LEARNING AND DEVELOPMENT

- ❖ Identification of training needs of all employees by Skill & Competency Matrix
- ❖ Identify the Gap between Skill & Competencies
- ❖ Preparing the Training Plan and schedule accordingly
- ❖ Arranging of training to all the employees as per the gaps.
- ❖ Management development programmes.
- ❖ Identify vendors for in house & outbound training sessions
- ❖ To measure and analyze effectiveness of training and take corrective measures.

PERFORMANCE APPRAISAL

- ❖ Conducting appraisal interviews for trainees, probationers, annual appraisal.
- ❖ Preparation of appraisal MIS for the confirmations, Coordinating with top Management and directors for the assessment
- ❖ Preparing the increment, confirmation, promotion letters.

WELFARE, ENGAGEMENT & CSR ACTIVITIES

- ❖ Arrangement of annual picnic, Employees Get Together, Birthday Celebrations, Dassehara Celebration, Sports activities, Traditional Day, Blood Donation Camp CSR Activities etc.
- ❖ To handle employee communication i.e. Notice Boards, Information Bulletins etc.
- ❖ To ensure productive efficiency through healthy relationship, guidance & support.
- ❖ To form, guide and direct various committee's regarding their work.
- ❖ To advise & facilitate management on the statutory provision under Factory Act, 1948 i.e. Health, Safety, Welfare and other statutory requirements
- ❖ To support for higher education to employees

- ❖ To suggest innovative ideas to engage family members of employees and built long terms bonding with the company.

CONTRACT LABOUR

- ❖ Contractors Labour management
- ❖ Checking of monthly bills like PF, ESI, Service Tax etc., attendance sheet
- ❖ Maintenance of Registers for Contract Labour
- ❖ Preparing documents to renewal and application of the contract license
- ❖ Controlling of Security & housekeeping.
- ❖ Negotiation with Contract labour agencies & finalization of contract.
- ❖ Monthly analysis & MIS reports of contract labours engaged.

STATUTARY & LEGAL COMPLIANCES

- ❖ Preparing and Submission legal documents
- ❖ Attend the court hearings
- ❖ Preparation of various challans as per statutory requirement, PF Withdrawal Claims.
- ❖ Submission of returns under Factories act, PF, ESIC, Maharashtra labour welfare fund, Professional tax
- ❖ Liaison with Government (Grampanchayt, Police Dept., MPCB, Factory, ESIC PF, Labour Office Central as well as State etc) & non-government offices.
- ❖ Maintain relation with local politicians.

INDUSTRIAL RELATIONS

- ❖ Individual Grievance handling
- ❖ Maintain discipline, Control of Absenteeism
- ❖ Develop good relations and better understanding with all the employees and Union.
- ❖ Group problem Solving
- ❖ Collect the information required for Wage Settlement from other companies and provide the same to the management for reference for Wage Settlement
- ❖ Coordination with Union
- ❖ All other related matters required to maintain peaceful and healthy industrial relations.
- ❖ Maintain very good and healthy Industrial Relation
- ❖ To act as a mediator (Mgt. & Shop floor) and ensure amicable redress of their grievances.

REWARD AND RECOGNITION

- ❖ Identify winners of the Award & Recognition as per the criteria
- ❖ On the spot appreciation and rewards

EXIT INTERVIEW

- ❖ Initiating exit formalities of employees and coordinating exit interview of employees.
- ❖ Maintain exit employee records like relieving letter, experience certificate, full & final settlement, etc.
- ❖ Full and Final settlements of resigned / terminated Employees.

OTHER

- ❖ Preparation of HR Calendar
- ❖ Responsible to handle the employee life cycle (Personnel Files)
- ❖ Preparation of various MIS & to present the same for Management Review Meeting (MRM).
- ❖ Canteen Management.
- ❖ Mediclaim & Insurance matters

PERSONAL INFORMATION:

Date of Birth : 27th June 1984
 Language Known : English, Marathi, Hindi
 Hobbies : Reading, Swimming. Trekking
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Place:

Date:

(Patil Narayan Maruti)