

**CHETAN KALYAN CHAVAN**

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## PROFILE SUMMARY

- MBA (HR) with overall **6+ Years** of experience in **HR & Admin** as a Plant HR.
- Working experience on **Recruitment, Training & Development, Payroll Management, Grievance handling, Employee Engagement, Administration and HR Business Partnering through strategic planning and initiatives in engineering / manufacturing sector.**
- Having very good integration knowledge with HR Software (Infogird) / SAP & HCM.
- An effective communicator with excellent analytical and problem-solving skills.

## ORGANISATIONAL EXPERIENCE:-

**Dhoot Transmission Pvt Ltd.**

**Senior HR & Admin**

**Sept'20-Till date**

### HR - Roles & Responsibilities:-

- Assist in the end to end recruitment process.
- Assist in the interviews process and the joining formalities of new employees.
- Handle the end-to-end Employee Background Verification process for all new joiners within the specified time limits and ensure correct documentation.
- Preparing letters such as Offer letter, Appointment letters, Relieving, Full and Final Settlement etc.
- Should assist in updating and drafting important documents such as Job Descriptions, SOP's, forms and policies.
- Handling biometric and Attendance and Leave Musters.
- Need to keep track of leaves/medical leaves/payroll of all the employees and keep a record by maintaining it throughout.
- Anchor the monthly employee payroll inputs consolidation and ensure complete adherence to statutory and organizational related requirements
- Providing the same information on monthly basis to the Accounts, HR and Admin Manager of Group Companies for payroll input.
- Maintaining high confidentiality regarding Employee's personal details and salary details.
- Collect documents from employees as per standard checklist.
- Provide administrative support to the Manager in the office and enhancing overall office effectiveness.
- Maintaining important files and filing of documents.
- Collect and retrieve information from files as needed.
- Visit various project sites, if required.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work well in a team and collaborate with cross-functional teams.
- Provide support to HR team members as needed and contribute to special projects as assigned.
- Support the development and implementation of HR initiatives and systems.
- Promotes company's reputation as "best place to work".
- Execute the Rewards & Recognition program for the India center from the planning, communications, collation, of all nominations and then the arrangements for the felicitation of the winners through the ceremony and other media. This includes the Service Anniversary Awards as well.
- Provide support for any internal / external audits and compliance checks.
- Recruitment of "ITI & Diploma Engineer" Apprentices from college campus.
- Coordinate training programs and workshops to enhance employee skills and knowledge, in alignment with organizational goals and individual development plans.
- Maintain training records and evaluate the effectiveness of training initiatives, making recommendations for improvements as needed.
- Serve as a point of contact for employee inquiries, grievances, and conflict resolution.

- Foster a positive work environment by promoting open communication and employee engagement initiatives.
- Handle sensitive HR issues with confidentiality and professionalism.
- Support various types of people issues, viz performance, absenteeism, behavioural, sensitivity, workplace harassment, diversity, POSH.

#### **Admin - Roles & Responsibilities:-**

- Contract Labour Management.
- Canteen & Transport.
- Organizing important events of the Organization.
- Run employee communications for standard calendarized items like birthday / service anniversary / festivals wishes and celebrations.
- Provide support for any internal / external audits and compliance checks.
- Make sure the cleanliness of the office and premises on daily basis.
- Plant Maintenance.
- Stationary Management.
- Bills processing in SAP.
- Budgeting.
- Responsible for Guest House management.
- Responsible to arrange foreigner's guest management from corporate.

#### **PREVIOUS EXPERIENCE:-**

- **Mangalam Coils Pvt Ltd, Chh. Sambhaji Nagar, Maharashtra.**  
**Designation** – HR & Admin Officer (17th June 2019 to 31st August 2020).
- **Rucha Engineers Pvt Ltd, Chh. Sambhaji Nagar, Maharashtra.**  
**Designation** - Assistant Executive to MD Office (1<sup>st</sup> Aug 2018 to 10<sup>th</sup> May 2019).
- **Global Reach Skill Training India Pvt. Ltd, Chh. Sambhaji Nagar, Maharashtra.**  
**Designation** – Placement Officer (25<sup>th</sup> Nov 2016 to 5<sup>th</sup> Jan 2018).
- **TechnoMech HR Solutions, Chh. Sambhaji Nagar, Maharashtra.**  
**Designation** - Recruiter (March 2016 to Nov 2016).

#### **IT SKILLS**

ERP	:	SAP & HCM.
Operating System	:	Windows 10.
Software	:	MS Office.

#### **EDUCATION**

- **MBA (Human Resource) from** Shreeyash Institute of Management in 2018 (Dr. BAMU University) with 68.94%.
- **BSC (Computer Science) from** Shiv Chatrapati College, Aurangabad in the year 2012 (Dr. BAM University) with -70.14%.

#### **PERSONAL DETAILS**

Date of Birth	:	03 <sup>rd</sup> June 1992.
Address	:	P.NO. A.B. 03, Vijay Nagar, Vijay Chowk, Garkheda Parisar, Aurangabad - 431005.
Languages Known	:	English, Hindi and Marathi.