

# Rushikesh Balu Dhumal

**Address:- Mangdewadi, Katraj, Pune-411 046**

**+91 8149309006 / +91 7387788453**

[www.linkedin.com/in/rushikesh0708](https://www.linkedin.com/in/rushikesh0708)  
[rushidhumal12@gmail.com](mailto:rushidhumal12@gmail.com)

## Summary

An experienced human resource management professional seeking work opportunities in HR management, HR administrator, recruitment to fully utilize my experience & skill while making significant contribution in company success.

## Work Experience

**Associate HR & Admin - June 2023 to Nov 2024.**

**Facilities and Building Solutions Pvt Ltd. Wakadewadi , Pune.**



**Company Profile:-** Facilities And Building Solutions Pvt. Ltd. (FABS) was founded in February 2005 with the objective of providing world class Project and Construction Management services, for projects in Industrial, Residential, IT, Hospitality and Commercial project sectors in India and Asia.

### Responsibilities:-

- **Full life cycle Recruitment :-** Managing end-to-end recruitment processes, from needs assessment to onboarding. Expertise in sourcing, screening, interviewing, and facilitating the seamless integration of new hires. Contributed to organizational growth by acquiring top talent aligned with company goals. Job Portal-Naukri.com.
- **Employee Expense Reimbursement:-** Looking for monthly employee expense reimbursements, ensuring quick and accurate processing. Ensuring that all reimbursements followed company policies and guidelines.
- **Facility Oversight :-** Looking for housekeeping, travel arrangements, and stationary management. Ensuring seamless operations by managing these facets, promoting a productive and efficient work environment.
- **Report on Manpower Status & Pending Recruitment :-** Regularly generating and presenting comprehensive reports on manpower status and pending recruitment to the Directors and HOD's. Ensuring transparency and provided strategic insights for informed decision-making at the executive level.
- **Employee information management :-** Effectively organized and managing employee details using MS-Excel. Created user-friendly spreadsheets for easy data handling, ensuring accuracy and confidentiality.
- **Attendance Management:-** Maintaining accurate and organized attendance. Facilitating smooth tracking and management of employee leave and compensatory off. Also sharing RO Attendance with HO team for Salary Processing.

**Trainee HR & Admin - Feb 2022 to June 2023 (1 Year 5 Months)**  
**Blue Star India Limited, Wada**



**Company Profile:-** Blue Star is India's leading Heating, Ventilation, Air conditioning and Commercial Refrigeration (HVAC&R) Company, with an annual revenue of over Rs 7977 crores (972 million USD), a network of 30 offices, 7 modern manufacturing facilities including the new state-of-the-art deep freezer facility at Wada.

**Responsibilities:-**

- **Payroll Processing:** Proficiently preparing payroll inputs, which involved verifying man-days, calculating overtime, deductions, and ensuring the accuracy of the payroll processing.
- **Attendance and Manpower Reporting:** Generating daily attendance and manpower reports for workforce of over 300 trainees, ensuring precise tracking of workforce availability and utilization.
- **Trainee Information Management:** Organized and maintained comprehensive employee records in a master file, ensuring data accuracy and security.
- **Grievance Resolution:** Addressing and solving trainees grievances by creating a confidential and supportive environment, conducting thorough investigations, and implementing solutions in compliance with company policies and regulations.
- **Hiring & Onboarding:** Assisting in directing all aspects of hiring, onboarding, and training procedures, ensuring a seamless and efficient process.
- **Employee Engagement Activities:** Planning and execution of various events and programs to boost team morale and foster a positive work environment.
- **Procurement and Expense Management:** Generating HR and Admin-related purchase orders(POs) using SAP System, guaranteeing the timely and accurate processing of related expenses.
- **Administrative Oversight:** Managing administrative functions, including housekeeping, security, and stationary management, optimizing resource utilization and ensuring smooth operations.
- **Trainee Enrollment:** Enrolled trainees in various schemes, facilitating their integration into the company's programs and initiatives.

**Accountant / Company Manager - Aug 2020 to Feb 2022 (1 Year 6 Months)**  
**D World Pvt Ltd, Wada**

**Responsibilities:-**

- Compile a monthly report on sales and raw materials. This involves analyzing data, organizing information, and presenting it in a clear and concise manner.
- Responsible for accurately processing employee salaries, ensuring timely and correct disbursement of wages.
- Responsible for creating a report on a daily basis that documented both production output and raw material usage.
- Co-ordinate with dealers for payment & delivery.
- Prepare sales invoices & delivery challan.
- Taking care of daily activities in factory.

## Skill

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- Recruitment
- Generalist
- Knowledge of Payroll and Statutory Compliances
- HR Administration
- Plant HR Activities
- Training & Development
- Payroll

## Technological Proficiency

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- SAP-ERP
- Tally ERP 9.0
- MS Office Suite

## Educational Qualification

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- **PGDM (Human Resource Management)** pursuing from MIT-WPU - School of Distance Learning from 2024 – 2026.
- **B. Com** (Accounting & finance) passed from Wada College of management & science, Wada in December 2019 with 7.00 CGPA.
- **H.S.C.** passed from A.L.C junior college, Wada in February 2016.
- **S.S.C.** passed from H. V. Patil Vidyalaya Abitghar, Wada in March 2014.

## Professional Strengths

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- Strong leadership skill
- Solid communication skill
- Quick learner.

## Personal Profile

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- Fathers Name: Balu Devrav Dhumal
- Date of Birth: 30<sup>th</sup> Dec 1998
- Sex: Male
- Marital Status: Single
- Nationality: Indian
- Languages Known: English, Marathi & Hindi
- Hobbies: Playing Cricket

## Declaration

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I, Rushikesh Dhumal, hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

**Date:-**

**Place:- Pune**

**Rushikesh Balu Dhumal**