

CURRICULAM VITAE

Name: **SACHIN NAGU SHINDE.**

Highest Qualification: **M.S.W (HRM)**

Mobile No.**9922835961**

Discipline: **Human Resource.**

E-Mail ID: shindesachin43@yahoo.com

Resume Summary:

11 years' experience in the domain of H.R& Administration.

Career Objective:

Aspiring to work in a professionally managed environment where I intend to prove myself through my skills and hardworking capabilities in the organization and work for achieving the goals of the organization.

Professional Experience:

1. Company Name: Dhruv Industries Pvt.Ltd

- **Position:** Jr. HR and Administration Executive
- **Duration:** 15th June- 2012.to 30th September, 2014.

Responsibilities:

- **Recruitment & Selection:**
 - Responsible for Recruitment of Blue Collar employees
 - Completing On boarding Activities of Employees
 - **Time Office:**
 - Daily Attendance of Staff, Permanent worker & Casual Workers
 - Maintaining Personal files & records, drafting Notecases, prepare official letters
 - Daily reports- Manpower Headcount, Absenteeism
 - Monthly HR MIS
 - **Wages & Salary Administration:**
 - Prepare monthly data for payroll process.
 - Prepare Payroll of Third Party Employees & Trainees
 - Final salary settlement process & Exit formalities of employee.
 - Leave Encashment
 - Checking contract labour Bills
 - **Administrative Function:**
 - Administration for events.
 - Guest house & Hotel Accommodation of Guests.
 - Handling Transportation
 - Staff Travelling & Accommodation Management
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➤ **Employee Welfare:**

- Look Canteen related activities for smooth running
- Arrange annual sport day, medical checkup, Transport Management

➤ **Statutory Compliance under Labour Act:**

- Responsible for filling Yearly & Half yearly Returns
- Minimum wages
- Payment of wages
- Provident Fund
- Employment Exchange
- Factory Act- Yearly Return
- Renewal of RC under & compliances under contract Labour Act
- Apprentice Act- Returns under Apprentice Act
- Bonus Act

➤ **Keeping update Statutory Resister:**

- 1) Attendance Register, 2) Adult Register 3) Equal Remuneration 3) Register of Fine, 4) Advance, 5) Over Time and Deduction, 6) Accident register 7) Maintaining Contract Labour Register 8) Register of Bonus (Form C & Form D) 8) Register of Damage & Loss

➤ **Participate in Safety Audit, HR Audit:**

➤ **Conducting Audit of Contract Labour Act:**

➤ **Employee Engagement:**

- Participated in Employee Engagement Activity

2. Company Name: Innovative Vastunirman Pvt. Ltd. Pune.

- **Position:** Asst. Manager H.R & ADMINISTRATION
- **Duration:** 01st October- 2014.to till Date.

Major Responsibilities:

Human Resources:

- Planning, scheduling and monitoring HR & Administrative function.
 - Ensuring smooth function & support to the colleagues.
 - Manpower Planning Staff As well as Contract workers
 - Formulation and implementation of various policies, procedure as per requirement of time being.
 - Support function to management to bridge the gap between management and employees.
 - Ensuring healthy work culture.
 - Recruitment & Selection for right candidate for right Job.(Negotiation of salary)
 - Staff &workers Motivation.(Declare Motivation schemes Long and Short terms)
 - Implement various schemes for Job Satisfaction.(Yearly & monthly Awards for employees)
 - Keep healthy Environment in organization.(Maintain healthy relation between management & employees)
 - Improve Multi Skill manpower.(Train multi skill team for fall back in needy time)
 - Smooth Entry, Keeping Record of every employee.(keeping personal record & checking performance)
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- Annual Assessment of Workers as per grades
- Employee assessment and annual appraisal & PMS
- Training & Development for each employee.(Planning, Scheduling, Feedback, Evaluation)
- Ensuring Safety working condition in organization.(Arrange Training for keeping Awareness)
- Employee Exit

Industrial Relation (IR)/ Personnel:

- Maintain/Ensuring Discipline in the Company.(Late coming, Proxy Punching, obey Rules & regulation)
- Statutory Compliance. (P.F, ESIC, Gratuity, Insurance, Labour Welfare fund, P.T. G.P.A.)
- Responsible For Yearly, Half Yearly return as per Labour Laws
- Liaisoning with Government Offices

Welfare Activities:

- Uniforms.(Providing Apron, Dress & Safety Shoes)
- Canteen & Drinking water. (Monitor Canteen & other Activities)
- Management of Bus Transport facility& Lockers for workers.
- Assistance in Medical emergencies.
- Annual day Event Management

Education Qualifications:

M.S.W. H.R. Form Shivaji University.
B.com from Shivaji University.

Computer Literacy:

MS-Office

Curricular Activities:

1. To arrange the event management in several social programs
 2. Community organization
 3. Street Play (on social issue and creating awareness)
 4. Participation in Mulgi Vachva Abhiyan
 5. Working in Drinking Water and Sanitation Dept.
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Soft Skills:

- Relyon Saralpaypack
- Precise Workforce Management System

Personal Details:		
Date of Birth	:	5 th June 1985
Language Known	:	<input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/> Marathi
Present Address	:	SR No.52/2,Wagjai Nagar, Ambegaon Khurd, Pune-411046
Permanent Address	:	At-Panvan Post-Pulkoti Tal-Man Dist-Satara 415509
Mobile No.	:	9922835961
E-Mail ID	:	shindesachin43@yahoo.com

I declare that the above particulars filled in by me are correct & true the best of my knowledge & belief.

Signature

Place:

Date:

SACHIN N.SHINDE
