

# PRASAD RAJENDRA ALEKAR

SENIOR EXECUTIVE HR

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EMAIL | alekarprasad@gmail.com  
LOCATION | Pune, INDIA  
EXPERIENCE | 10 Years 0 Month

## Key Skills

- Performance Appraisal
- Training
- Employee Grievances
- Payroll
- Recruitment
- Statutory Compliance
- Excel
- Pivot Table
- Problem Solving Tools
- HR Policy Formulation
- Employee Relations
- HR Operations
- Training Management

## Certification

- MS-CIT
- Tally 7.2

## Languages

- Marathi
- Hindi
- English

## Profile Summary

SYNOPSIS: - HR Skills

1. Total Experience- 10 Years
2. Recruitment
3. Sourcing from job portals, screening, GD and Personal Interviews, short listing candidates
4. Employee Grievances
5. Calculation of PF, HRA, Leave, Salary, Payroll
6. Exit formalities, Full & Final Settlement etc.
7. Training and Orientation
8. Time & attendance management (Knowledge of attendance Software cloud system),
9. Preparing salary sheets on Excel sheet,
10. Knowledge of Software (HRMS & ERP)
11. Performance management
12. one-o-one interview, reviewing skill matrix
13. Labour Acts- PF, ESIC, Gratuity Act, Factories Act, Shop Act, MLWF, Contract Labour Act.
14. Industrial relation- Employee Engagement
15. HR policies- Dress code, OT policy, Employee Locker, creating HR policy manual
16. Administrative- Insurance, Canteen, Pantry, Housekeeping, Security, Travel Desk, Uniforms & similar activities

## Work Experience

### Senior Executive HR

PNG Brothers

01/2021 - Present

1. Manpower Planning
2. Preparation of Organization Chart
3. Job Analysis: Understanding the Requirements of the Company
4. Preparation of Job Descriptions
5. Recruitment through: Job Portals, Social Sites, Internal and External reference, Short listing of CV's, Conducting Telephonic interviews, Conducting face to face interviews of sales & office staff

6. Conducting Final interviews with the owners
7. Conducting Background Verification, Negotiating on Salary
8. Preparation of Offer letter, Joining Formalities to be conducted (Making sure all the KYC documents are available, Induction, File / Record Creation of New Joiners)
9. Preparation of all letters (Appointment Letter, Confirmation Letter, Experience Letter, Relieving Letter, Salary Certificate, Service certificate, Employment certificate, etc.)
10. Maintaining management guideline and preparing HR policies and updating them from time to time
11. Timely mails to be sent as informed by the Directors
12. Conducting Exit interview to understand the employee reason for leaving and finally taking the handover and finishing the exit formalities
13. Payroll Activities — 250+ employees
14. Time and Attendance to be managed and checked on regular basis
15. Preparing final attendance with management of Leaves, Processing of Salary and forwarding the same to Accounts for further processing
16. Payments of Statutory Compliance and Maintaining all the documents from time to time (ESIC, PF, MLWF, Shop act Licensing application)
17. Appraisals to be done from time to time (Discuss with Directors and understand how much appraisal to be done and maintain the records)
18. Arranging and taking care of all the Celebrations at head office (Birthday, Festivals, Annual Day)
19. Maintaining a right work culture and making a positive environment (planning, monitoring and helping to resolve employee grievances)
20. Maintaining MIS, DWM sheet and MMR preparations
21. Admin: Housekeeping, Security, Uniforms, Etc.

#### **Assistant Manager HR (Left due to COVID LOCKDOWN)**

Chaitanya Heavy Equipment  
02/2020 - 06/2020

1. Employee Joining Formalities,
2. Employee welfare activities,
3. Policy Handbook preparation S.O.P. & 5 'S system application,
4. Lean management
5. Attendance & Time office keeping,

6. Payroll Management
7. Recruitment & Training,
8. Employee Grievance handling
9. Exit Formalities
10. Compliances related to PF, ESI, MLWF, License renewal, etc.

### **HR Assistant compliances**

L&T Heavy Engineering, Talegaon - TPC

05/2019 - 02/2020

1. Monthly statutory compliances checking of labour contractors as per the Contract Labor R&A Act, 1971
  2. Monthly Manpower Contractors bills checking.
  3. Half yearly & Yearly compliance checking of contractors.
  4. Contract Manpower Joining formalities.
  5. Working knowledge on BOAT ? NATS portal & compliances in relation with same.
  6. Statutory compliances related to factory, under factories and related applicable labour laws.
  7. Gather and send monthly manpower data to EHS for presentation.
  8. Checking & regularizing contract manpower?s weekly attendance.
  9. Maintain, submit and keeping the records up-to-date relating to the Monthly, Quarterly, and Half Yearly & Yearly returns for compliances under various Laws.
  10. Looking after all the compliance under Factories Act & Shop Act
- All above work done in L&T, Talegaon plant, Pune.

### **Sr. Executive Human Resource**

Krishna Rajaram Ashtekar and Company, Pune

10/2015 - 01/2019

1. Manpower Planning and Preparation of Organization Chart
2. Job Analysis: Understanding the Requirements of the Company
3. Preparation of Job Descriptions
4. Recruitment through: Job Portals, Social Sites, Internal and External Reference and Shortlisting of CV's and Conducting Telephonic Round of Interview
5. Conducting Face to face interview with the owners
6. Conducting Background Verification, Negotiating on Salary
7. Preparation of Offer letter, Joining Formalities to be conducted (Making sure all the kyc documents are

available, Induction, File / Record Creation of New Joiners)

8. Preparation of all letters (Appointment Letter, Confirmation Letter, Experience Letter, Relieving Letter, Salary Certificate, Service certificate, Employment certificate, etc.)

9. Maintaining management guideline and preparing HR policies and updating them from time to time

10. Timely mails to be sent as informed by the Directors

11. Conducting Exit interview to understand the employee reason for leaving and finally taking the handover and finishing the exit formalities

12. Payroll Activities — 190+ employees

13. Time and Attendance to be managed and checked on regular basis

14. Preparing final attendance with management of Leaves, Processing of Salary and forwarding the same to Accounts for further processing

15. Payments of Statutory Compliance and Maintaining all the documents from time to time (ESIC, PF, MLWF, ESIC, Shop act Licensing application)

16. Appraisals to be done from time to time (Discuss with Directors and understand how much appraisal to be done and maintain the records)

17. Arranging and taking care of all the Celebrations (Birthday, Festivals, Annual Day)

18. Maintaining a right work culture and making a positive environment (planning, monitoring and helping to resolve employee grievances)

19. Maintaining MIS, DWM sheet and MMMP preparations

20. Admin: Housekeeping, Security, Uniforms, Etc.

## **HR Executive**

Helical Auto-Technology India Pvt. Ltd.

10/2014 - 09/2015

1 BMS Log in & its function. Daily attendance import & issuing access card for attendance to new joinee

2 All personal Files : Employee Records, Agreements etc. kept in personal file.

3. Attendance, Leave Administration, Payroll Processing in ERP TMS & Payroll Module & Manual calculation in Excel, Full and Final Settlement Calculations.

4 Quarterly Variable Calculation

5. Legal Compliances : PF, LWF : Monthly Challans, Periodical Returns; MPCB and Factory Licences renewal

6 All HR & Admin Contact details & Introduction with all 3rd Party Service Providers  
7 Telephone Operating & List of Extension Numbers  
8 Admin : Insurance, Canteen, ERP, Pantry, Housekeeping, Security, Travel Desk, Uniforms, Repairs & Maintenance & similar activities.  
9 QMS : KRA Graphs, Skill Matrix, Training Data, Formats, MPRM & Presentation to be sent to Finance  
10 HR Activities : All HR/Administration/Legal time bound activities and its calendar given in separate excel sheet.

## **Assistant HR and Admin Compliances**

Lupin Limited - TPC

03/2013 - 05/2014

1. Worked on SAP-Hiring,
2. HRMS-Employee Database Management,
3. Administrative Activities related to Contract Labour,
4. Activities Related to EHS,
5. Statutory Compliance under Factory Act & Shop Act,
6. Worked on following at Rieter India Pvt. Ltd.; -
  7. 1. HRMS for Employee Database Management.
  8. 2. SAP for Hiring & old employees database updating.
  9. 3. KRONOS - Employees Attendance & Leave records checking for Payroll.
10. Worked on following at Lupin Limited; -
  11. Vendor Billing Process: - Checking & Maintaining the bills and its records as per the Contract Labor R&A Act, 1971
  12. 2. Maintain & creating the records relating to the Monthly, Quarterly, and Half Yearly & Yearly returns for compliances under various Laws.
  13. 3. Looking after all the compliance under Factories Act & Shop Act.

## **Education**

**MBA/PGDM - HR/Industrial Relations**

2012

Indsearch Institute Pune University

Grade - 55%

**B.B.A/ B.M.S - Management**

2010

Suryadatta Institute Of business management and Technology

Grade - 50%

**12th**

2006

Maharashtra , English

Grade - 55-59.9%

**10th**

2004

Maharashtra , Marathi

Grade - 45-49.9%

## **Projects**

**Effectiveness of Recruitment & Selection**

61 Days

The project is of studying effectiveness of recruitment & Selection process for organization and Its perception in the employees mind.