

Dhanajirao Shahaji Olekar

MOBILE- 9021343854 / 9371101595

ghanajiolekar1@gmail.com

Professional Objective

To be a part of an organization where I get opportunity to learn, apply and update my knowledge and skill and contribute to its maximum growth.

Professional Synopsis

- A dynamic professional with more than 10-11 Years of rich experience in Payroll, Statutory compliances, Industrial Relation, MIS Report, Manpower planning, Recruitment, Training and Development, HR Auditing in manufacturing Industry.
- Presently associated with Finepac Structures Pvt ltd.
- Communication and analytical skills & have knowledge of payroll, ERP with excellent excel skill.

Experience Profile

- Previously working with **D'HUBB HR & Business Solutions Mumbai** as HR Asst. From July-2010 to Jan-2011.
- Previously working with **Larsen & Tubro Ltd. (Hazira Mfg Complex Surat) Under Virtue Engineering Pvt. Ltd.** Pune as HR & IR Officer from Jan-2011 to March-2012.
- Previously working with **Emcure Pharmaceuticals Ltd.** Pune as HR & Admin Asst from Mar-2012 to Oct-2012.
- Previously working with **Thermax Ltd. Under Deepak Data System** Pune as Admin Asst from Jun-2015 to Jun-2022.
- Previously working with **Bansal Plastopack Pvt Ltd.** Pune as Sr. Executive HR & Admin from July -2022 to Jun-2024.
- Currently working with **Finepac Structures Pvt Ltd.** Pune as Asst. Manager HR & Admin from Jun -2024 to till date
-

Attendance & Payroll:-

- Time Office Management.
- Payroll Processing (Manual & Software, Salary computation, which also includes regular attendance checking, compiling leave statements and OT Hours statements.)
- Updating system data of newly joined employees.
- Calculation of Annual Leave of worker and staff.
- Pay slips Generation.

Recruitment & Selection:-

- Handling of End to End Recruitment Cycle.
- Sources of Recruitment
- Seducing of Interview Telephone & Face to Face Related to Department
- Prepare for Letters (Offer Letter, Appointment Letter, Confirmation Letter, Appraisal Letter, Reliving Letter, Experience Letter,)
- Maintain personal files of all New Joined Employees.
- Handling full & Final Settlement.
- Exits Interviews.

Statutory Compliances:-

- Evolving systems & Process for ensuring 100% Statutory Compliances.
- As per Factory Act (Plan Approval, Obtain License, Renewal of License, Handling Inspection Remarks & Reports, Maintained Registers & Records, Submission of Factory Act under all Returns.
- As Per Contract Act (Application & Obtaining Registration certificate, Renewal Contract Labor Licenses, Maintained Contractors & Contract Labor documents. Maintained Registers & Records, Submission of Returns. Handling with Labor officer remarks compliances.
- As per P.F & ESIC Act (Obtained New Code Number, Filling Monthly Returns of P.F & ESIC Challan, Half & annual Returns, Filling & Submission of various forms & Periodical Returns, Handling PF Withdrawal cases, Attending Hiring Related P.F & ESIC cases, Handling with P.F & ESIC Inspection Reports & Returns.
- Professional Tax (Every month workout challan & Annual Assessment as per the Act.
- The Bonus Act (Workout the bonus amount as per company policies, Maintain of bonus Register filled D forms & submission of under this Act
- Maharashtra Labour Welfare Fund (MLWF) half yearly returns submission.
- To complete Workman Compensation (WC) policies.
- Maintained Registers & Record under Minimum wages act, Payment of wages act.
- All statutory compliances online submission activity done by time to time.

Industrial Relation

- Experience in managing Employer-employee Relation maintaining a peaceful environment.
- Employee discipline-
- .

Training & Development Activities:-

- Designing of training Calendar as per training need Analysis.
- Determining training needs and conducting theoretical & practical training programmers.
- Designing of training Feedback form, Evaluation form, and Induction feedback form.
- Measure the effectiveness of on the job training and update the records.
- Coordinate with external training institute to participate company employees in training.

Employee Engagement Activities & Motivation:-

Safety Day celebration,.

- Employee birthday celebrations.
- Organizing company events like Annual Festival.
- Best Safety Award.
- Attendance and Production Incentive.
- Employee of the month.

Academic Qualifications

- M.S.W.(HRM&LW) Higher Second Class from SIBER Institute Kolhapur in 2010
- B.A.(History)Pass Class from Shivaji University Kolhapur in 2008

(Govt. Registered Welfare Officer No – D I S & H / 94 – S / A- 023)

Computer Knowledge

Operating languages: Office 2007, &ERP.

Operating Systems: Windows XP.

Personal Details

Date of Birth : 11 Jan 1983
Languages : English, Hindi, Marathi,
Hobbies : Watching News
Marital Status : Married
Sex : Male
Notice Period : 1 Month
Current Address : Shri vinayak Apartment, flat No 11, Vikas Nagar, Dehu Road, Kivle Pune.

Declaration

The information furnished above is correct and true to the best of my knowledge.

Date:

Place:

Dhanajirao Shahaji Olekar