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## SAGAR SUBHASH KULKARNI

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### Seeking a Senior Managerial Position - Human resources / Administration Experience in: Service Industries

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#### Objective

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Seeking to deliver in a dynamic and vibrant organization, my extensive HR experience in India and abroad for its growth, prospects and business excellence.

#### Career Overview

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**Overall 12 years** of established professional credentials of successfully managing Pre & Post Recruitment process, Performance Management, Employee Relations, Training & Development and similar such activities.

Developed improved strategies for business process development in close coordination with managers at top echelon of organization.

Experience of developing employee's handbook and service rules in mutual interest of employer and employees.

Developed programs for career enhancement of staffs at all levels through skills development, knowledge updating, deliverance of resources on emerging trends and technologies. Also developed a scheme of gap analysis for precisely identifying training needs of employees for better output.

Designed a system of productivity linked performance evaluation systems and a method of deciding on bonus and incentives thereof

Significant experience in managing the accounting procedures related to HR activities including preparation of short and long term HR budgets.

Conversant about functions of SAP HR modules and used them effectively in synchronization with other SAP modules for integrated business management system.

#### Attributes

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- Possess effective communication skills, interpersonal skills, people management skills and a strong personality; this supports managing people of different levels and background efficiently.
- Strong analytical, problem solving mind, good strategic planner, can solve critical business situations in proactive manner
- Highly positive attitude, adaptable to demanding situations.
- Strong intuitive power, clear vision and farsighted with capabilities to provide solutions to needs arising out of specific / unique requirements
- Keep up dated constantly with trends and practices in area of specialization, good learner.

#### Professional Experience

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⇒ Adv. V.A.KULKARNI, SADASHIV PETH, PUNE

**Compliance Assistant** - (01 July 2009 to 31 March 2019)

⇒ YASHASWI ACADEMY FOR SKILLS, PUNE

**Sr. Executive Compliance** - (22 Nov 2021 to 17 Feb 2023)

⇒ VORTEX INFOWAY PRIVATE LIMITED, PUNE

**Sr. Executive HR & Admin** - (21 Feb 2023 to 30 Apr 2024)

**Job Profile: -****Admin: -**

- Planned, designed and developed the HR department.
- Analyzing the needs, Developed the company policies which should meet the current employees and the future needs.
- New system for competency mapping was developed to grade the employee and map them to their position based on their talents and achievements.
- Developing a system for PMS and Training.
- Designing the Induction System.
- Designing a system for recruitment.
- Developed a new incentive system that covers all the departments.
- HR Helpdesk was developed especially for the labors to interact easily with the management to solve their problems.
- All the other areas of HR are also been developed and taken care.
- Interacting with the line managers for planning and delivering their requirement according to the business needs
- All the day to day admin and purchase activities was also taken care

**Statutory Compliances: -****The Employees' Provident Funds & Miscellaneous Provisions Act, 1952**

- i. Registration of your establishment under the Provident Fund Act.
- ii. To submit the form No.5A after getting your establishment registered under the Provident Fund Act.
- iii. To fill up nomination forms in Form No.2 and Form No.11 with joint declaration of all the eligible employee
- iv. Submission of Form No.9 and Form Nos. 5 & 10 to the Regional Provident
- v. Fund Commissioner.
- vi. Calculation of Provident Fund contribution from the salary register and preparation of challans every month.
- vii. Submission of Form No.12A with triplicate copy of challans.
- viii. Calculation of yearly contribution of each employee and preparation of form Nos.3A & 6A along with reconciliation statement and submission of the same with the Regional Provident Fund Commissioner.
- ix. Maintenance of Registers in Form Nos. 3A & 12A
- x. Maintenance of eligibility registers.
- xi. Filling up of withdrawal of accumulation of the employees in Form Nos. 19 and 10C Provident Fund.
- xii. Filling up death claim in case if any employee dies while in Service.
- xiii. To attend the inspection as and when the Provident Fund
- xiv. Inspector visits the establishment for verification of records.\*
- xv. To make correspondence and liaison with the Regional Provident Fund Commissioner.
- xvi. Handling Monthly Compliance Audit

**The Employees' State Insurance Act, 1948:**

- i. Registration of your Establishment under the E.S.I. Act, 1948
- ii. Generate online TIC.
- iii. To Submit Half Yearly Return (Form No. 5)
- iv. Maintenance of 32 Register
- v. Preparation of E-Generated Challans every month.
- vi. To attend the inspection as and when the ESI Inspector visits the establishment for verification of records.
- vii. To make correspondence and liaison with ESI Regional Office and Local Office.

### **Bombay Shops & Establishments Act, 1948**

- i. Registration under the shops & Establishment Act and renewal of license

### **Factory Act, 1948**

- i. Registration under the Factory Act and renewal of license
- ii. Plan Approval
- iii. Amendment of factory license
- iv. Submission of annual Factory return (Form 27)

### **Contract Labour Act, 1970**

- i. Registration under Contract Labour Act
- ii. Registration of Principle Employer
- iii. Registration of Contractor

### **Achievements**

- **Successfully revised the entire company policy on HR related issues.**
- Have implemented performance management system, for continuous performance evaluation, implemented gap analysis through such evaluations and arranged for skills enhancement through trainings and workshops for improvement of overall productivity.
- Implemented a system for Succession Planning, and arranged buffer human resources for contingency.
- Implemented a VIDEO INDUCTION system and set up necessary intranet facilities.

### **Education**

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- **Master of Personnel Management (MPM);** Pune University, April 2015
- **Bachelor of Commerce (B.Com);** Pune University, April 2013

### **IT Skills**

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Computer Basics  
MS-Office (MS-Word and Excel)  
Tally 7.2 and Tally 9 ERP  
HRM Thread Payroll Software

### **Personal Particulars**

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**Date of Birth:** 20<sup>th</sup> May 1988

**Language Proficiency:** English, Marathi and Hindi

### **Self-Declaration:-**

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I hereby declare that above information given by me is true and correct to best of knowledge and belief

Thanking you,

Place: -Pune

Date: -

Yours Faithful  
SAGAR S.KULKARNI