

KISHOR PANDURANG PEHERE

peherekishor@yahoo.com

Mob-9766080147

B.S.L, LL. B, M.B.A (HR) G.D.C&A, German Basic language with 13 Years of experience in Human Resource & Administrations, IR, Statutory Compliances under various Acts ,PMS, Mathadi Union, CLRA,PF & ESI Audits, Employee Engagements, CSR, Payroll on Ascent Go Global

OBJECTIVE:

To work in an environment where I will get an opportunity to contribute in the success of the organization along with getting the exposure to work on different task to discover my true potential.

PROFESSIONAL EXPERIENCE: -

A) Gensol Electric Vehicles Pvt Ltd (Manufacturing of Three Wheelers Electric Cars OEM)

Manufacturing, Assembly of Electric Vehicles at Chakan, Nighoje Pune ,Plant. Looking Two Plants

Position- Manager HR-Admin, IR -Reporting to CEO, GM HR, Plant Head.

Duration- From 4th Dec 2023 to till date

B) O.L.C.I Engg India Pvt Ltd, Chakan, Pune (Italian MNC,HQ in Italy, Turin) – 4 years.

Robotic Automation, Simulation, Proposals and Simulations, Manufacturing Plant, Customers are Skoda Volkswagen, Alstom Engg-Chennai, Mahindra and Mahindra Chakan, FORD Motors, Tata motors,Pimpri & Sanand, PCA Chennai and Alstom- Australia, supply to Poland, Brazil to our groups and some European countries.

Position- Asst. Manager HR & Admin (HOD) at corporate office & Manufacturing plant. .

Reporting to Italian MD.

Duration- From 30 Dec 2019 to 1st Dec 2023.(Total- 4 years)

C) Ficus Pax Pvt. Ltd. Chakan, Pune. US MNC (ISO 9001:2008 Certified by TUV NORD).- 6 years

Manufacturing of Corrugated Boxes, Plywood, and Pinewood Packaging Boxes, Export to Malesia Main Customer-Volkswagen, Mahindra CIE, Honeywell, ABB India Ltd, Philips, Cummins, Linamar, General Motors, General Electricals, Ina Bearings.

Position- Sr.HR & Admin Executive, Reporting to MD & Plant Head.

Duration: From 16 Dec.2013 to 29 Nov 2019. (Total- 6 years)

D) S.M Auto Engg. Pvt. Ltd. Chakan, Pune- 3 years

Manufacturing Mercedz Benz Chassis and Radiator, and other Components for two-wheeler & four-wheeler'.

Position- HR Officer- Reporting to Manager HR

Duration: From 15 Sept.2010 to Oct.2013 (Total - 3 years)

ROLES AND RESPONSIBILITIES:

1. Attendance System Management/ Time Office: – Ascent Payroll and ESS system, Elysis.

- Ensuring timely and error free payment of salary and wages for the Plant.
- Working on different Reports like Gap Report, Daily Manpower Report, Variation Report, Daily Ratio.
- OD, C-off, Leaves, Leave Register updation.
- Attendance System Maintenance on Monthly Basis.
- Recruitment of Staff and casual.
- Full & Final Settlement of Left Employees.
- Separation of the Employees.
- Handling end to end recruitment for various positions in the company
- Conducting the Induction Program & Processes for new hires

- Maintaining and communicating Employee Policy Manual updates
- Benefits Review –Disability, Medical Insurance Policy etc
- Leave Records Management
- Employee Exit processes
- Maintaining & updating Employee Personal Records
- HR counseling and grievance resolution

2. Contractor Labour Management and IR:-

- Contract labour recruitment & co-ordination.
- Liaisoning with Labour contractors.
- Monthly Legal Compliance checking under Contract Labour (Regulation & Abolition) Act,1970
- Monitoring attendance of labour contractor and job contractor associates.
- Monitoring, checking & updating attendance and leave record in attendance system.
- Bill checking of all contractors (attendance & OT Hours) as per Minimum Wages Act 1948.
- Arrange meeting of contractors and advice about doing time to payments, legal compliance and workers other problems. Monitor and control the Manpower cost
- Handling Contract labour issues & grievances, doing smooth operation.

3. Legal Compliance:-

- Annual returns in Form 27 Rule 119(a) under Factory Act 1948.
- Annual returns in Form 21 Rule 62 (2) under Maharashtra Contract Labour (R & A) Rules.
- Liaisoning with Govt.Authorities/External Agencies (e.g. Police Authorities, Govt. Officials, Local Authorities, Advocates, Factory Inspector, Labour Inspector, Labour Commissioner.)
- Annual Holiday list submission to Labour Office & Factory office.
- Annual Bonus return in Form C & Form D under Payment of Bonus Act,1965.
- Renewal of Factory License (Form 1) through online Maitri /Aple Sarkar portal
- Renewal of RC by Online (Certificate of Registration).online Maitri /Aple Sarkar portal
- Renewal of WC policy as per Workmen Compensation Act.
- Annual submission of “Environment Statement” to M.P.C.B. Pune & Mumbai.
- Update Notice board as per Factory Act-1948.
- Working on Factory Plan Approval.
- Contractor Agreements updating & all registers maintain under Contract Labour Act 1971...
- PF Audits under Provident Fund Act.
- UAN Generation on PF Portal, KYC updation of PF portal, KYC approval through Digital Signatures. Creating PF challans, PF ECR & PF paying by portal.
- Mathadi Union Agreement settlement.
- Handling Labour Court cases, assisting to prepare files for court, Attending Court matters and court hearings and update to higher Management.

4. HR-MIS:-

- Improving the employee database management of all Employees to update Central MIS database.
- Looked after employment contracts, promotions, transfer, confirmation, and other documents and maintaining the MIS of it.

5. Handling Performance Management cycle.

- Setting of Objectives at the starting of the year of all employees
- Reviewing the performance after every six months & providing feedback.
- Conducting Annual Appraisal process & distribution of revised salary letters with the approval of Managing Director.

6. Safety Engagement Activities:

- Healthy, Safety and Welfare activities implement on floor as per Factory Act 1948.
- Arrangement of Safety training, Fire Fighting, Mock drill training.
- Carrying out different activities as per the calendar like arranging Town Hall Meetings, Suggestion scheme, celebrating festivals, Summer camps for kids of the employees, cricket tournament, Best workplace competition, etc.

7. Look after CSR Activities:-

- Handling CSR Activities & engaging the employees in the same like as Blood Donation Camp, distribution of Clothes and other necessary goods for Blind and Orphans Childs, Tree Plantation. Construction for ZP schools, Scholarship programs initiating.

8. Review & Designing Policy:-

- Advance Policy, Leave Policy, Travel Policy, Incentive Policy, Bonus Policy

9. Prepared & Faced Audits:-

- ISO 9001 Audit (Quality Management), ISO 14001 Audit(Environment Management), Monthly Billing Audit, Internal Audit, OSHAS 18001 Audit (Health & Safety continuous improvement.) Skoda VW Customer Supplier Audit, General Electrical HR Audit, General Motors safety Audit, Honeywell PF Audit. Monthly Compliance at customer sites. Mahindra & Mahindra HR Monthly Audit & invoice processing.

10. Training & Development:-

- As per training calendar, arranging the training programs to employees.
- Arranging the technical and behavioral training programs for employees (sources – internal or external)
- Maintaining the individual employees training record and budget.
- Identifying the employees training needs and coordinate with the L&D center.

11. Admin Activities:-

- Contractor Weekly Manpower data to MD and Plant Head.
- Contractors Monthly Manpower data to HR Manager.
- Canteen Management, Security Contract Management with Agreement, PO's, Billing
- Operational Management
- Gate Pass Process (Work Permit) for installation in customer place.
- Monitoring attendance of labour contractor workers.
- Welfare facilities eg. Shoes, Uniform, I Card, and Bus pass, Rest rooms, Canteens, Drinking water Facilities etc. to the labours.
- Organizing events (festivals, birthdays, company party, company picnic, foundation day etc.)
- Transport management with their Agreement & Po's, Billing
- Facility Management
- Housekeeping Management with their Agreement & Po's, Billing
- Flight booking, Hotel booking, Onsite coordination, Visa documents preparation
- Plant Infrastructure

EDUCATIONAL QUALIFICATION:

- **M.B.A (HR)** from Hyderabad ICFAI University in 2010 with Higher Second Class
- **B.S.L, LL.B** from Pune University in 2008 with Higher Second class.
- **G. D.C & A** from Nashik University in 2008 with First class.
- **German Language A1 Level.**
- **C.P.H R** from Pune University (Certificate Course One year)
- **HR Audit** certificate course From Skill Deck 2022
- **POSH Certified Trainer** from Skill Deck 2023.

TECHNICAL SKILL SET:

Windows 2007, MS-CIT, MS-office, MS-Excel, Internet Surfing.

PERSONAL INFORMATION:

Name	: Kishor Pandurang Pehere
Date of birth	: 21 st May. 1985.
Permanent Address	: Chakan,Pune
Gender	: Male.
Marital status	: Married.
Languages known	: English, Marathi and Hindi & German Basic
Hobbies	: Reading, Writing, watching TV
Mobile No.	: 9766080147.
Email Id	: peherekishor@yahoo.com
Current CTC	: LPA
Expected CTC	: As per current market standard
Notice Period-	: Can Join Immediately.
Adhar Card-	: 604782105061.
Blood Group-	: A+
UAN number	: 100575025412

DECLARATION:

I hereby affirm that all the information furnished by me is true to best of my knowledge.

Place: Chakan, Pune.

Date:

(Kishor Pehere)