

PESRSONAL OBJECTIVE

Dynamic and results-oriented Assistant Manager with over 11 years of comprehensive experience in Human Resources and Industrial Relations. Proven expertise in recruitment, compliance, employee relations, and performance management. Adept at fostering positive workplace environments and driving organizational success through strategic HR initiatives.

WORKING EXPERIENCE**Assistant Manager - HR & Administration****CREATIVVE CONSTRUCTION, PUNE**

Employed, August 2024 - September 2024

- Recruitment
- Employee Relation & Employee Records
- Compliance and Policies
- Training and Development

Assistant Manager - HR & IR**FOGLA CORP (Sai Fertilizer & Phosphonates Pvt. Ltd. & A.R. Sulphonates Pvt. Ltd.)**

(Reporting to General Manager and COO)

Employed, November 2021 - August 2024

- End to End Recruitment (Technical and Non-Technical) Junior, Middle Management and BGV.
- Joining (Releasing offer and Pay fixation and other applicable formalities) and Exit Management (Exit Interview, Full and Final Settlement)
- Payroll Processing and leave management
- Handling various HR Audits (stakeholders and customers)
- Handling and being accountable for factory compliances and timely filing of various returns as per applicable statutes.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Handling disciplinary actions and issuing various letters.
- Union Management, Grievance Handling, and Maintenance of Industrial Relations.
- Communicates and works with corporate HR on specific questions, problems, or policy interpretation.
- Oversee all necessary paperwork, employee communications, benefits administration, leave tracking, management reports, workers compensation claims, and return to work programs is completed.
- Assisting in framing and implementing HR policies for the organization.
- Co-ordinate with Consultant for monthly statutory compliance for EPF and ESIC.
- Liaison with local, state, central govt. offices, Bank official, MIDC, MPCB, and others applicable.
- Administer corporate policies relating to Compensation, Benefits, Medclaim, Employee Relations, Trainings, Health & Safety Programs.
- Managing the subordinate's staff in day-to-day performance of assigned tasks.

Executive HR & Admin

Systematic Wires Pvt. Ltd. (Reporting to CEO & Plant Head)

Employed, September 2020 - November 2021

Formerly known as -

M/S. Samrat Wires Pvt. Ltd.

Employed, December 2018 - August 2020

- Recruitment (Talent Search, Scrutiny, Interviews, Pay Fixation, Background Verification, On-Boarding, Induction & Exit Formalities).

SOFT SKILLS

- Interpersonal Communication
- Decision Making
- Adaptability
- Punctuality
- Conflict Resolution

LANGUAGES

- English
- Hindi
- Marathi

EXTRA- CURRICULAR ACTIVITIES

- Attended the conference of Human Resource Development.
- Actively participated in the State Level Seminar on Human Rights and Women Education.

COMPUTER SKILLS

- MS-CIT
- Tally ERP 9.0
- Easy Pay, an equivalent to HRMS

CERTIFICATIONS

- Welfare Officer - Director of Industrial Security and Health, Maharashtra

- OJT and other Training Activities.
- Performance Appraisal.
- Office Administration Liaison with Local Self Govt. Bodies, State and Central Govt. Office.
- Public Relations and CSR activities.
- Payroll Processing, Leave, Attendance and Employee Records Management.
- Co-ordinate with Consultant for monthly statutory compliance - PF, ESIC, etc.
- Employee Relations and Grievance Handling.
- Handling and being accountable for factory compliances and timely filing of various returns as per applicable statutes.
- Exit Interviews, Full and Final Settlement (Gratuity, Final Payment).
- Contract/Vendor Management (Loading Unloading, Security, House Keeping, Pest Control, Stationary, Transportation, IT Support, & other AMC's) and Monthly Billings.
- Meeting Coordination with Union and Handled Wage Settlement, acted as a catalyst agent during the entire process of negotiations for arriving at a mutual settlement. Analyzing CD impact, presenting to the management, preparing an offer from the management side, discussing the management's offer with office bearers of the Union and Committee members along with Sr. Management Team.
- Meeting Co-ordination of Union Committee.
- Secretary- Member of Committee under POSH.
- Conduct Statutory and Non- statutory welfare activities.
- Statutory compliances under applicable statutes.
- Assisting in Framing and implementing HR policies for the organization.
- Successfully implemented employee lifecycle data and compliance metrics into Easy Pay Software, an equivalent to HRMS.

Admin Officer

M/S- MIS Group (Fire, Safety and Security Solution Company)

(Reporting to General Manager Administration)

Employed, October 2016 - November 2018

- Payroll Processing.
- Recruitment (End to End).
- Employee On-boarding and Exit Process (Full and Final Settlement).
- General Office Administration, Brand Name Nurturance (WEC site updation, Festival Messages to Customer & Key Persons, Uniform Kit Procurement, Distribution etc.)
- Coordination with Clients for manpower deployment and administrative process.
- Legal Compliance and Liaison with Govt. Authorities.

Labor and Welfare Officer

(Certified Welfare Officer from DISH, Bandra, Mumbai)

M/S - Madhukar Co-operative Sugar Factory Ltd. Jalgaon

(Reporting to Secretary & Managing Director)

Employed, March 2012 - December 2015

- Recruitment
- Vendor Management
- Conduct Employee Welfare Activities
- Employee Relation, Full and Final Settlement
- Statutory Compliance
- Time office Management
- Contract Labor management
- Grievance Handling
- Factory Compliances

EDUCATION

- **Diploma in HRM from Institute of Management and Research, Jalgaon**

Percentage: 60.66 % - 2011

- **M.P.M (Personnel Management) from Institute of Management and Research, Jalgaon**

Percentage: 60.09% - 2011

- **M.S.W (P.M.I.R.) from D.N.C.V.P. College of Social Work, NMU Jalgaon**

Percentage: 55.47% - 2009

- **B.S.W (Social Work) from D.N.C.V.P. College of Social Work, NMU Jalgaon**

Percentage: 53.68% - 2007

- **H.S.C (Science) from Jyoti Vidya Mandir**

Percentage: 57.67% - 2004

- **S.S.C from Vikas Vidyalaya**

Percentage: 59.20% - 2002