



SANJAYKUMAR CHADCHAN

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Address: -1020/02, Samarth Colony, Vijay Nagar, Kalewadi, Pimpri -Pune- 411017.

CAREER OBJECTIVE:

To obtain a challenging position in an organization where I can continuously learn, apply my skills, and leverage my creativity to deliver effective solutions to complex problems.

SKILLS & STRENGTHS:

Ability to manage multiple tasks efficiently, Strong problem-solving and decision-making skills, Excellent communication and interpersonal skills, Proven team leadership and collaboration abilities, Positive and approachable personality with over 11 years of experience in HR, IR and Administration, I have earned a strong reputation for my dedication, professionalism, and ability to foster positive relationships with both management and employees.

TOTAL WORK EXPERIENCE: 11. Years

Duration	Period	Organisation	Designation
Dec-2018 to till date	5 Years	Reliable Autotech Pvt. Ltd.	Jr. Executive-HR/IR
Jun-2016 to July-2018	2 Year 2 Month	Ujjivan Small Finance Bank	HR Officer (State HR)
Jul-2024 to May-2016	1 Year 11 Month	Kinetic Taigene Ele. Pvt. Ltd.	HR Officer
Oct-2012 to April-2014	1 Year 7 Month	Magneti Marelli Motherson Ltd.	HR

Overall Experience and Job Knowledge

Recruitment and Selection:

- Develop and implement recruitment policies based on the organization's manpower requirements.
- Source candidates through job portals, employee referrals, and advertisements.
- Conduct initial screening and coordinate interviews, including personal and technical assessments.
- Verify candidate employment history and conduct background checks confidentially.
- Issue offers letters and appointment letters to selected candidates

Employee Training and Development:

- To conduct training programs for employee development.
- Provide individual training facilities to employees for the development of the organization.
- Analyze employees' training needs and coordinate with both external and in-house faculty to conduct programs that motivate employees for improved results.

Statutory & Legal Compliance:

- **Provident Fund:** Handle employee Provident Fund issues, manage PF transfer cases, and maintain accurate record-keeping.
- **Factory Inspector Office:(DISH)** Manage factory registration, plan approval, license approval, and all compliance requirements related to the Factory Inspector, including safety, health, and welfare.
- **Labour Office:** Handle contract Labour registration, license renewal, and ensure compliance with the Contract Labour Act, including submission of all related returns.
- **MPCB:** We handle all documentation related to the Maharashtra Pollution Control Board, including the annual submission.

Contract Labour Management:

- Daily monitoring of contract labour management.
- We handle a daily total of 600+ contract labour Manpower.

Employee Engagement:

- We handle the employee group medical claim process and queries
- Conducted events such as employee birthdays, attendance awards, Kaizen awards, etc.
- Organizing company events such as the annual picnic, Family Day, etc
- Maintained a positive and healthy atmosphere for all employees.
- Best Attendance Award & best area maintenance award.
- To arrange Blood donation camp, Medical Health check-up camp etc.
- Best Kaizen Award & Suggestion Award.
- Providing medical insurance, Parental converge, Term life insurance etc.

Health & Safety:

- Conducting safety meetings and works committee meetings with the respective committee members, Unions Members and implementing/compliance with the points raised during the meetings.
- As per the provisions of the Factories Act, preparation of the Safety Committee as well as the Works Committee.
- Monitoring statutory safety requirements as per the Factory Act.
- Providing safety equipment to machine operators, such as safety shoes, leather hand guards, leather aprons, earplugs, etc.

Administration:

- We handle the daily employee transportation and canteen facilities.
- Vendor Management: overseeing vendor contracts, contract renewals, AMC agreements, bill verification, bill certification, and follow-up on payments.
- Maintenance of company property, supervision of housekeeping and gardening, security coordination and control, canteen administration, employee transportation management, repairs and maintenance of office equipment, and repairs and maintenance of company vehicles, etc.
- Cleaning of factory/establishment premises and surrounding areas, arranging drinking water tanks, providing proper uniforms, shoes, and I-cards, ensuring availability of rest rooms, lunch rooms, drinking water, first aid, and firefighting equipment.

Salary & wages Administration:

- Monthly preparation of WAC and BCA employees' attendance, including leave records, handling a total of 500+ permanent staff and 100 Permanent workers for the HRMS system.
- Managing HR Internal/External Audits (ISO 9001:2015 & IATF 16949:2016) with EOSH.
- Control of the time office, wage and labour calculation, contract preparation for salary, payment of statutory dues such as PF/ ESIC and P. Tax, and verification of contractor bills.

Industrial Relations:

- Addressed legal matters and implemented disciplinary actions for misconduct, absenteeism, and tardiness, successfully handling external labour union matters.

Record Keeping:

- Updating of employees' personal file / master file-containing details of Appointment, past career history, personal details of employees, salary details, confirmation, termination and final settlement.

System & Software knowledge:

- SAP (S4-HANA) Knowledge / HRMS System & CLM system software
- Attendance System Solution & Pay square System
- ISO: 9001: 2015 & IATF 16949: 2016 (TUV) - Internal Auditor.
- 5s & OTPM

EDUCATIONAL QUALIFICATION:

No	Degree	University	Percentage	Year of Passing
1	MSW	Bharati Vidhyapeeth University-Pune	57.52%	2011
2	BA	Solapur University- Solapur	52.89%	2008
3	HSC	Pune Board	51.33%	2005
4	SSC	Pune Board	68.80%	2003

PERSONAL DETAILS:

Name : Sanjaykumar Kallappa Chadchan
Date of Birth : 19.08.1987
Marital Status : Married
Language Known : English, Hindi, Marathi, Kannada.
Hobbies : Listening the Music, Reading, Playing- Kho-Kho.

Date: 10/11/2024

Place: Pune

(Chadchan S.K.)