



ANAND VINOD LAHUDKAR

(MLS, B.COM)

CONTACT



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Boisar, Palghar Dist. Palghar
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EDUCATION

Master of Labour Studies (2022-2024)

N.M. Lokhande Maharashtra Institute of
Labour Studies Nagpur.

Bachelor of Commerce (2019-2022)

G.S. College of Science, Arts, and
Commerce, Khamgaon.

HSC (2019)

A.K. National High-School and Junior
College, Khamgaon.

SSC (2017)

A.K. National High-School and Junior
College, Khamgaon.

COMPETENCIES

- Labour Laws
- Leadership
- Good Listener
- Quick Learner
- Adaptability
- Team Management

Experience

VIRAJ PROFILES PVT. LIMITED (Jun 2024- Present)

- Conduct absenteeism counseling sessions to address and resolve attendance issues effectively.
- Prepare and issue official documents, including sleeping letters, warning letters, and show-cause notices, ensuring compliance with organizational policies and labor laws.
- Organize and manage employee engagement activities to boost morale and foster a positive workplace culture.
- Handle employee grievances, particularly those related to Provident Fund (PF), Employee State Insurance Corporation (ESIC), and other benefits, ensuring timely resolution and employee satisfaction.
- Maintain detailed records of employee interactions and actions taken to ensure transparency and compliance.
- Oversee employee welfare programs, including the management of canteen services, creches, and washroom facilities, ensuring they meet organizational standards and employee needs.

INTERNSHIP

HNI India Ltd. Nagpur (Jan- Mar 2024)

- Project on "A Study ,Evaluation, and Mapping of all Apprentice Operatives".
- Onboarding.
- Submitted the Annual Return of Factory.
- Organized Safety Week Program.

Hindustan Unilever Limited, khamgaon (Jun-Jul 2023)

- Learning towards Contract Labour Management System (CLMS)
- HR roles and responsibilities
- Participated in Employee Engagement Activity regarding safety "Helmet Camp"

Windals Precision Pvt. Ltd. Nagpur (Jan-Mar 2023)

- Project on "A study On Employees Absenteeism"
- Worked on Time Office management
- Learning towards Recruitment and Selection
- Observed Training and Development program

TECHNICAL SKILLS

- MS Office
- MS Excel
- Drafting notices for disciplinary action.
- Canva
- Chat GPT
- Knowledge of labor laws and compliance

ACHIVEMENTS

- Cleared Graduation With First Class
- Played State Kabaddi Championship (2017, 2019)
- Participated in 10 km marathon (2021)

CERTIFICATION

- Hold Certification in PoSH Implementation Training.
- Certification in National Seminar on “New Labour Codes”.

HOBBIES

- Playing Kabaddi
- Travelling
- Listening Songs