

Curriculum Vitae

Sandip Hanmantrao Bhosale

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OBJECTIVE

To build my career in the field of **Human Resource Management** with a progressive and development-oriented organization where I could use best of my abilities and skills for development of organization and of course it would result in my personal development and enrichment of my knowledge base.

WORK EXPERIENCE

1) Company Name – Law First Consulting LLP

Duration- October 2016 to till date

Designation- Sr. HR Executive

RESPONSIBILITIES:

1. Factory & Establishment Compliances

2. Regulatory Compliance

3. Statutory Audits and Compliances

4. Government Affairs and Closure of Inspections

- Familiar with Statutory returns under various Labour laws.
- Experienced in online factory license application, renewal of factory license, factory plan approval, factory returns like as form no-27 etc.
- Online application for RC renewal, BOCW renewal, Contract labour license renewal.
- Compliances under EPF & MP Act 1952, Employees' Pension Scheme 1995.
- PF Registration of New Establishment & Factory.
- Filling the online monthly PF ECR and challans
- Create new employees UAN number & UAN activation
- DSC register on EPF portal
- ESIC Registration of New Establishment & Factory.
- Submitting the ESIC online monthly contribution & challans
- ESI form filling by new joiners
- Creating ESIC numbers
- Submitting the online accident report in ESIC portal
- Maintaining monthly returns of PF, ESIC, PT, MLWF Challans, ECR copies and verifying the details.
- Monthly payment against PF, ESIC, PTRC challans.
- Submitting the PTRC monthly and yearly returns.

- New company registration on Employment Exchange portal.
- Submitting the ER-1 quarterly returns.
- Attend the hearings of EPF, ESIC and PTRC
- Helpdesk in different companies for their queries related to PF & ESIC.
- Looking after the PF claim settlements, PF monthly compliances, settling employee PF concerns, claim settlement under ESIC benefits, etc.
- Maintaining payroll, attendance & other required registers & musters as per the statutory provisions
- Payroll management.

2) Company Name - Involute Technologies Pvt. Ltd

Duration- October 2014 to October 2016

Designation- HR Coordinator

RESPONSIBILITIES:

- Responsible for providing the competent contractual manpower as per the business requirements within the time frame.
- To maintain employee master, Opening & maintaining of personal files.
- Handling joining and exit formalities of the employees.
- Maintaining employee records.
- Issuance of offer letters, relieving letter and experience certificate.
- Time Office Management.
- Create Employee master, employee ID, Attendance & Leave management.
- Knowledge of Statutory Compliances.
- Monthly PF, ESIC, PT, MLWF Compliance.
- Contract Labour Management

EDUCATIONAL QUALIFICATION

- 1) **M.B.A.** (Human Resource Management) from PK Technical Campus Kadachiwadi, Chakan, Pune. (Year-2013-2014 Pune University.)
- 2) **B.A.** (Economics) from S P College, Alandi Devachi (Year-2008- 2009 Pune University.)

COMPUTER LITERACY

- 1) MS-CIT
- 2) MS Office.
- 3) Microsoft-Excel

AREA OF INTREST

1. Outsource Employment Compliance Regulatory and Contributory
2. Human Resource Management & development.
3. Industrial Relation and Labour Welfare.

RELEVANT KNOWLEDGE

Languages Known: English, Hindi & Marathi.

Hobbies & Interests: To watching movies, Travelling, Driving

PERSONAL DETAILS

Name : Mr. Sandip Hanmantrao Bhosale

Date of Birth : 02/04/1989

Father Name : Mr. Hanmantrao Bapuso Bhosale

Marital Status : Married

Gender : Male

Permanent Address: A/P- Agran Dhulgaon, Tal- Kavathe Mahankal, Dist- Sangli- 416411.

Current Address: A/P: Alandi (D), Tal: Khed, Dist: Pune- 412105.

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Yours Sincerely,

Place: Pune

Sandip Bhosale