

Mr. SACHIN ANIL JADHAV

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Objective

Seeking managerial and challenging assignment in Human Resource Management & Administration for achieves Organizational and personal goal by utilizing my skill & competencies with an organization of high repute.

Profile Summery

- ❖ Dynamic HR professional with 8.3 years of experience as **Asst. HR Manager**.
- ❖ Expertise in **Entire HR Dept Setup** Competency based Recruitment, End to End Payroll Process
- ❖ Performance Appraisal, and Statutory Compliances, HR Audits.

Achievements

- ❖ Successfully completed independently Factory License, Contract labour RC Work. Successfully Acquire Fresh R.C of Contract labour registration
- ❖ Save Cost of management 3% & 1% of Employees on ESIC contribution by redesigning Salary Structure. Same was implemented by management.
- ❖ In GPI & IFTL Successfully implement Motivational scheme "PPR Allowance/ 3 in 1" (2016).
- ❖ Solve complaints of employee by effectively implementing "HELP DESK" at shop floor and increase Satisfaction level of employee by 23 %(2016)

Current Employer

- ❖ **Ghatge Patil Industries Ltd. Kagal**, Kolhapur (Foundry Division). :-
- ❖ Company engaged in manufacturing since 1960. Products i.e. Gate Valves, grey iron casting, etc.
- ❖ **Designation : Asst. HR Manager.**
- ❖ **Tenure:** Apr.2013 to till date
- ❖ **Employees Strength :** Staff -244, Contractual- 1430 Total=1674

❖ **Company Website** : www.gpi.co.in

Previous Employer

- ❖ **K D Engineering & Systems** , Kolhapur (labour Contractor). :-
Ghatge Patil Industries Ltd. Plant-Unchgaon, Kolhapur
- ❖ **Designation** : **Asst.HR Officer –II** (On Contract Rule)
- ❖ **Tenure**: Dec 2011 to March 2013
- ❖ **Roles & Responsibilities** :- Contractor Labour Management (Billing , Payroll ,Labour License, Compliance Etc.)
- ❖ **Employees Strength** : Contractual- 2200

Roles & Responsibilities

Recruitment/ Talent Acquisition:-

- ❖ Identifying future manpower requirement (addition or replacement) and designing plan for Acquiring requisite skills and competencies.
- ❖ Searching the database to source out the required resumes, Speaking/Emailing short-listed Candidate and checking their availability and interests.
- ❖ Lining up interview and coordinating with higher authorities for selection and salary finalization.
- ❖ Taking Care of joining formalities of the Employees.
- ❖ Organizing induction program for new joiners' and scheduling on the job training. For quick integration into their functions.
- ❖ **Design CTC** - Salary structure as per company policy
- ❖ Preparing Payroll over 244 employees on system software -**SAP**

Administration Activity:-

- ❖ Monitoring time office and Maintain employees' attendance, leave and wages register overtime Records.

- ❖ Contract Labour management – 1100 Contract Labours (Yearly Agreements, License, Compliance Etc.)
- ❖ Preparing MIS of Employees Attendance Absentees, recruitment, productivity, and sending to the corporate office on daily basis.
- ❖ Maintain personnel records.
- ❖ Managing canteen, transportation related issue.
- ❖ Conduct various committee meetings as per schedule
- ❖ Employees upon Approval /pre-specified days.
- ❖ Celebration of employee's birthdays.

Learning & Development:-

- ❖ Prepare annual training calendar and plan for worker and staff and arrange training for employee.
- ❖ Arrange special trainings for those employees skill level is poor in skill matrix.
- ❖ Evaluation and effectiveness of training.
- ❖ Maintaining daily attendance and leave record of manpower, Pay-roll processing with regards labour laws.
- ❖ Looking after all the statutory compliances EPF, ESI, PT, Annual Return Form No-27 and LWF.
- ❖ Registration & renewal of contract labour license and co-operation with the ACL office.

Industrial Relation:-

- ❖ Diplomatically resolved employee & Union problem for kept healthy relation between Management and them.
- ❖ Monitoring on disciplinary actions like memo, show cause, warning letter, enquiry, and notice etc.
- ❖ Ensuring in shop round employee equipped with uniform, and PPE for health and safety of them.

General Administration

- ❖ Responsible for General Administration including vendor management, facility management, Security, Housekeeping, Gardening, Transportation, and lessoning with govt. authorities.
- ❖ Controlling over safety and security of company premises, employee.
- ❖ Taking care of various guest of organization, Hotel booking, arrangement of transport, food etc.
- ❖ Handling A.M.C. Annual Maintenance Contract (Hardware, Pest control, AC maintenance, plumbing, Electricity)
- ❖ Monthly bill payments of Housekeeping, Gardening, Security, mobile, Electricity, Water bill, Doctors bill, Courier Bill etc. before the due date of payments and keep record of every month.

Academic Credentials:-

- ❖ **MBA HR** from Periyar University, Dharwad. Scoring 72.58%
- BCA** from Sivaji University, Kolhapur, scoring 65.55%
- ❖ **Computer Skill:-**
Completed the course of MS-CIT. Knowledge of MS-Office, MS-Excel, MS-Power point, Computer survey and well known with Internet browsing. Hardware, Networking, Advance Excel

Personal Information:-

Date of Birth: - 11-Dec-1984

Nationality: - Indian

Permanent Address: - 117/118 B ward GajananMaharaj Nagar, Mangalwar Peth, Kolhapur.
416012

Marital Status: - Married

Language known: - Marathi, Hindi English.

Declaration: -

I hereby declare that the above-furnished details are true with proven records.

Place:

Date:-

Signature

(Sachin Anil Jadhav)