

# Omkar Mahadev Kalokhe

HR Generalist



1 Year 5 Months



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## Profile Summary

Proven track record of developing and implementing HR strategies aligned with organizational goals to drive business success.

Strong expertise in talent acquisition, including sourcing, screening, and onboarding top-tier candidates across diverse industries.

Skilled in fostering a positive work culture through effective communication, employee engagement initiatives, and conflict resolution.



## Key skills

- hr generalist activities
- hr administration
- attendance management
- hr compliance
- Grievance Handling
- Vendor Management
- Employee Relations
- Employee Welfare
- Payroll Processing



## Personal Information

City **Pune**  
Country **INDIA**



## Hobbies

- Reading
- Driving
- Swimming



## Languages

- English
- Hindi
- Marathi



## Education

MBA/PGDM, 2023

SB PATIL INSTITUTE OF  
MANAGEMENT

B.B.A/ B.M.S, 2021

MIT Arts Commerce and Science College, Pune

12th, 2018

Maharashtra, English

10th, 2016

Maharashtra, Marathi



## Work Experience

May 2023 - Present

HR Generalist

Unostar value Chain Pvt Ltd

1. Handaling ESIC & PF Portal.



## Extra curricular

### Instrument Player, Sports Person , Active In Social Activities.

Playing Instrumen Pakhwaj / Tabla  
Sports Person National Karate Player

Actively Participating in Social activitie.

2. To maintain Daily Attendance of employee and documentation.
3. Create new employee ESIC, UAN No.
4. To visit the company contract site manage the labour requirmet.
5. To provide the naccesary documents of the employee like a ESIC Forms and Documents of the employee.
6. Vendor Management.
7. Employee Welfare.
8. Monitoring Absenteeism.

### Admin Activitie.

- 1) Issue I Cards.
- 2) Employee Monthly Payslips.
- 3) Appriciation Certificate For Employees, Inventory of Uniform, Stationary.
- 4) Purches Gifts For Employee Apriciation.
- 5) Purches Diwali gifts for employee.
- 6) Maintain Pantry Section, checking Hygiene Sanitatio.

- Working on Monthly wage sheet mandays, pa6ble days.
- Monthly Biometric Attendance Reports.

- Manpower Handling

- Employee Relation.

-Employee Griveance.

- Compliance.

- 1) Fileing Monthly Complaince date.
- 2) Handling Complaince Audit.
- 3) Handlin ESIC & PF Portal
- 4) Preparing Monthly Challans of PF & ESIC.

- Recruitment

1. Handling Naukri Portal
2. Shortlist employee for sutaible position
3. Onboarding & Induction.
4. Joining Formalitie.

-Onborading

1. Joining to Exit Formalities.
2. Induction and orientation.

3. Filing Documentation.

4. Maintained Employees Personal record.



Internship

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Projects

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Certification

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- Hr Gernalist And Fundamentals Of Hr Gernalist (Valid upto April 2022)