



# PARAG SHINDE

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**Contact No.:** +91-8451900666

## Objective:

Seeking a position to utilize my skills and abilities in the Organization and become a professional reputed by effectively contributing towards the goal of organization with the help of 13+ yrs. of experience as HR Generalist expertise in Operations and Statutory compliance.

## Work Experience:

**Organization:** Hinduja Global Solutions Ltd. (Pune)  
**Designation:** Manager – HR (Statutory Compliance)  
**Duration:** From 2<sup>nd</sup> Aug 21 to Till Date.

### Job Profile:-

- Catering to needs of all the clients in Pune Zone, i.e. in respect to PAN India HR Statutory Compliance, HR Operations and Administration.
- Statutory & Regulatory Registrations, Amendments, Renewal, Closures of establishment compliance's for PAN India.
- Contract Labour Registration, Renewal, Surrender etc.
- Registration under Shops & Establishment Act, Labour Laws & Trade License.
- Liaise with government agencies like S&E/Labour office, Profession Tax, Provident Fund office, LWF, ESI office.
- Responsible for Remittances and filing of Returns within the timelines under PT, LWF, PF, ESIC.
- Ensuring timely submission of annual/half-early/quarterly/monthly returns under various Labour Acts. as per respective States (S&E, POSH, Employment Exchange, Bonus, Maternity, etc).
- Submission of Form A, B, C and L under Payment of Gratuity Act.
- Monthly Audits of clients and their Vendors.
- Guide for maintenance of the prescribed registers, abstracts, notices as per various acts.
- Maintaining MIS Reports and Compliance Tracker for all the clients on a regular basis.
- All other activity pertaining to HR operations.
- Benefits administration and record keeping.
- Closing all non-conformities identified during audits & inspection/testing (internal & external both).
- Maintenance of utility equipment, office equipment, building & infrastructure (AMC).
- Overall administration & facility management of Pune branch office.

**Organization:** BR FASHION & Group of Companies  
**Designation:** Manager - HR  
**Duration:** From 11<sup>th</sup> March 21 to July 21.

### Job Profile:-

- Recruitment & Selection of both Blue and White Collar employees.(including campus recruitment & campaigns in nearby villages)

- On-boarding Off-boarding (Induction to Exit formalities)
- Staff Welfare & Motivational Activities.
- Identifying training needs and arranging the same to boost the productivity.
- Monthly Payroll Cycle (Permanent and Contract Staff).
- Entire Statutory Compliance of all the 6 entities. (Factories License, S & E for outlets, PF, ESIC, LWF, PT, etc).
- Handling day to day employee Grievances.
- Managing all the Local Bodies.
- MIS, Managing DATA base.
- Providing weekly updates to the Board of Directors.
- Responsible for all HR activities for the entire Group of companies. (BR Fashion Partnership Firm, Kachave Industries Pvt. Ltd, Alankar Steel Pvt. Ltd, Suba Fabric Pvt. Ltd, Swapnil Fabric Pvt. Ltd, Riya Garments Pvt. Ltd)

**Organization:**           **Aparajitha Corporate Services Pvt. Ltd. (Pune)**  
**Designation:**       **Associate Operation Manager (RM- HR).**  
**Duration:**           **From 13<sup>th</sup> Dec 19 to 30<sup>th</sup> Nov 20.**

**Job Profile:-**

- Responsible for all clients' day to day statutory compliance for PAN India. (Bridgestone, John Deer, Titan Eng., Bajaj group, Vodafone, etc)
- Registration/Transfer/Closures of branch.
- Statutory & Regulatory Registrations & Return filing.
- Contract Labour Registration, Renewal.
- Registration under Shops & Establishment Act, Labour Laws & Trade License.
- Ensuring timely submission of annual/half-early/quarterly/monthly remittance/returns under various Labour acts.
- Responding to Notices and Show-causes and its closures.
- Taking care of all the clients' agreements renewal.
- Invoicing and payment follow-ups.
- Support clients in there periodical statutory Audits.
- As a service provider, conducting periodical audits of vendor compliance status at client premises
- Preparing monthly MIS and presenting its review to respective clients.

**Organization:**       **Hinduja Global Solutions Ltd. (Pune)**  
**Designation:**       **Manager (HR & Admin)**  
**Duration:**           **From 12<sup>th</sup> Feb 14 to 11<sup>th</sup> Dec 19.**

**Job Profile:-**       **(All current task was managed, joined on same position.)**

**Organization:**       **IONEX ENVIROTECH PVT. LTD. (Thane)**  
**Designation:**       **Sr. Manager (HR & Admin)**  
**Duration:**           **From 16<sup>th</sup> Jan 12 to 10<sup>th</sup> Feb 2014**

**Job Profile -**

- Overall Human Resource Planning for the organization.
- Plan, Develop and direct Human Resource policies for the organization and implementing procedure to achieve the organizational objectives.
- Recruitment selection, up gradation & motivation of employees.

- Joining formalities, Exit interviews and final settlement of employees.
- Plan make recommendation and devise personnel and industrial relations policy in consultation with other senior management.
- Preparing and implementing a plan and periodical review thereof to maintain corporate “Quality Policy” & Objectives.
- Preparing and implementing a plan and periodical review thereof to maintain “Departmental Objectives” for this department.
- Support to management for arranging trainings, seminars, workshops, presentations etc for customers and employees.
- Training need identification, provision and post training review for the subordinates to meet current and future organization needs.
- Closing all non-conformities identified during audits & inspection/testing (internal & external both).
- Public relations with external bodies including government entities.
- Staff welfare and motivation with help to Jr. Managers.
- Health & Safe Enviro. Implementation and maintaining.
- Overall administration of manufacturing facility and back office.
- Time office activities, salary and wage administration.
- Arranging various events for staff and families.
- Staff health checks & awareness.
- Preparing KRA and KPA monitoring.
- Awareness for good practices.
- Staff transports.
- Ticketing & hotel booking for visitors and touring staff.
- Press release & advertising
- Maintenance of utility equipment, office equipment, building & infrastructure (AMC).
- Monthly Departmental review meeting.
- Monthly 1 on 1 meeting with Jr. Staff.
- Safe custody of customer supplied products stored in this department
- Housekeeping of the department
- Maintenance of records for all of the above as applicable in prescribed formats

**Organization:**           **ONKAR DIES PVT. LTD. (Pune)**  
**Designation:**           **HR Exe.**  
**Duration:**               **From 01<sup>st</sup> July 08 to 6<sup>th</sup> Jan 2012)**

**Job Profile:**

- Joining formalities, Introduction of organization, Work Culture, Processes etc.
- Trainings need identification, Preparation of training Calendar, Training attendance register, Assessment of the training on level of performance of employee.
- Preparation of Monthly P.F, ESI, PT, Challans, Annual Return, Nomination Form, and withdrawal forms 19 & 10C, 37 etc.
- Renewal of Factory License, Annual Return, Accident Register, Leave Register, and Inspection Register.
- Preparation of Salary & Wages summary at the month end, Registration of Contract Labour, Agreement, Supervision of contract labour and their Compliances.
- Plant security, Absenteeism Report, Handling Grievances on Personal level and solve that mutually.

- Preparation of Salary, Summary at the month end. Full & Final Settlement, Gratuity Calculation, Leave Encashment.
- All other H.R. related activities.

### Education Qualification:

- **Master of Business Management (Personnel Mgt.),**  
60.21%, First Class, May 2008.  
Institute of Management & Research, Jalgaon.
- **Bachelor of Laws (LL.B),**  
55 %, Second Class, May 2006.  
S.S. Maniyar Law College, Jalgaon.
- **Bachelor of Commerce (B. Com),**  
62.51%, First Class, May 2003.  
P.O. Nahata College, Bhusawal.

### Additional Qualifications:

- Govt. Diploma in Co-operation and Accountancy.
- NCFM certification in Derivative (Dealers) Module.
- Completed Stock Market Basic Course from 'Prakesh Oak's Academy of Investment Management, Pune.

### Academic Projects:

- **Organization -** Jalgaon Peoples Co-op. Bank Ltd.  
**Project Name -** Recruitment, Selection and Promotion policies  
**Academic Year -** Master of Business Management (I)  
**Duration -** 1 month.
- **Organization -** Videocon Industries Ltd. Aurangabad.  
**Project Name -** Performance Appraisal.  
**Academic Year -** Master of Business Management (II)  
**Duration -** 1 month.

### Computer Skills:

- Essl Time Attendance and Payroll
- SAP HR Operations module.
- Good hands on Internet, surfing, browsing.
- MS-CIT, MS Office

### Extra Curricular Activities:

- Passed C' Certification of N.C.C.
- Certificate of N.S.S. Camp.
- State Level Certification in Cycle Rally.

### Strengths & Skills:

- Ability to take problems as challenges & overcome the same.
- Initiative and ability to multi-task under tight deadlines.
- Positive Attitude, Flexible, Quick Learner.
- Willingness to walk the extra mile to achieve excellence.

#### **Personal Profile:**

**Name:** Parag N. Shinde.  
**Date of Birth:** 05<sup>th</sup> Aug 1981  
**Marital Status:** Married.  
**Languages Known:** English, Hindi and Marathi.  
**Permanent Address:** Flat No-2C-603, Ravikiran, Wadmukhwadi,  
Alankapuram Road, Charholi, Off Alandi Road, Pune-  
412105

**Date:**  
**Place:** Pune

**Yours Faithfully**  
**(PARAG SHINDE)**