

**Mr. ANIL KUSHABA GHADGE**

**E- mail :-** [anilghadge9000@gmail.com](mailto:anilghadge9000@gmail.com) ; [anilghadge12000@gmail.com](mailto:anilghadge12000@gmail.com)

**Mobile No :-**+919209503912

**Address :-** Sara Orchid House No.1003,C-Wing, Ranubaimala, Chakan-Talegaon Road,  
Chakan Pune - 410501.

**Career Objective :**

HR professional aspiring to achieve success through hard work , dedication and sincerity in an organization

**Summary :**

13 Years' Experience in Field of HR & Administration.

Technically strong, positive, proactive, adaptive to changes, hardworking and honest.

**Education Qualification :**

- 1) M.S.W. Form Bharati Vidyapeeth University, Pune in April -2007
- 2) B.A. Form Shivaji University, Kolhapur in March - 2004
- 3) H.S.C. From Pune Board in March – 2001
- 4) S.S.C. from Pune Board in March – 1999

**Work Experience :**

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| <b>1. Name of the Org.</b> | <b>Pradeep Laminators Pvt. Ltd</b>   |
| <b>Post</b>                | Sr. Executive HR/ Admin  |
| <b>Address</b>             | Plot. No. B-11, MIDC Phase – I, Chakan Industrial Area, Mahalunge, Chakan, Tal. Khed, Dist.-Pune 410501.   |
| <b>Duration</b>            | August-2020 To till Date   |
| <b>2. Name of the Org.</b> | Shamraj Enercon Technologies   |
| <b>Post</b>                | HR & Admin. Officer  |
| <b>Address</b>             | Chimbali, Pune.  |
| <b>Duration</b>            | July 2019 to March 2020  |
| <b>3. Name of the Org.</b> | Jaihind Sugar Pvt. Ltd   |
| <b>Post</b>                | Executive – HR & Admin.  |
| <b>Address</b>             | Achegaon, Solapur  |
| <b>Duration</b>            | Sept.2015 to June 2019   |
| <b>4. Name of the Org.</b> | Shri Swami Samarth Engineers   |
| <b>Post</b>                | HR Executive   |
| <b>Address</b>             | Solapur.   |
| <b>Duration</b>            | July.2010 to Aug 2015  |
| <b>5. Name of the Org.</b> | Balhakka Abhiyan   |
| <b>Post</b>                | As a Volunteer   |
| <b>Address</b>             | Solapur  |
| <b>Duration</b>            | Aug.2007 to June 2010  |
| <b>Responsibility</b>      | <ul style="list-style-type: none"><li>✓ My job Responsibility is to make salary of our Employees</li><li>✓ Contractual Employee Recruitment</li><li>✓ Legal compliances i.e. PF, ESI, MLWF &amp; PT.</li></ul> |

|                                 |   |
|---------------------------------|---|
|                                 | <ul style="list-style-type: none"> <li>✓ Payroll Process</li> <li>✓ Time Office</li> <li>✓ House Keeping</li> <li>✓ Transport Management</li> <li>✓ Canteen Management</li> </ul>   |
| <b>Recruitment</b>              | <ul style="list-style-type: none"> <li>✓ Coordination with Technical panel and understanding their requirements, defining job positions.</li> <li>✓ Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting or Contractors</li> <li>✓ Short listing the resumes based on desired skills and experience.</li> <li>✓ Conducting telephone and Personal interviews in coordination with department heads</li> <li>✓ Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation</li> </ul> |
| <b>Training and development</b> | <ul style="list-style-type: none"> <li>✓ Implementation and administration of Training.</li> <li>✓ Co ordination and implementation of Training form corp. HR where ever applicable.</li> <li>✓ Training Feedback.</li> <li>✓ Maintaining Training Records</li> <li>✓ Identification of training needs and nominating candidate for training.</li> <li>✓ Coordinating with the external trainers regarding the training schedule.</li> </ul>  |

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| <b>Time Office &amp; HR Admin.</b> | <ul style="list-style-type: none"> <li>✓ Daily Attendance</li> <li>✓ Preparing Final settlements, Gratuity, leave salary and all employee benefits.</li> <li>✓ Compilation &amp; processing of attendance data in attendance system.</li> <li>✓ Processing monthly attendance musters for workers, trainees &amp; officers.</li> <li>✓ Maintaining employees personal files and records, communicating HR policies &amp; across the organization at all levels.</li> <li>✓ Designed Policies and Various HR Forms and Induction Program.</li> <li>✓ Tracking attendance, maintaining leave records, PF records, issue letters, etc.</li> <li>✓ Preparation of full and final settlement generation of Experience Letters, Relieving Letters.</li> <li>✓ Keeping track of Confirmation, Appraisals, and Increments of employees.</li> <li>✓ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.</li> </ul> |
| <b>Personnel</b>                   | <ul style="list-style-type: none"> <li>✓ Get the salary A/C opened for new joining.</li> <li>✓ Daily Absent/present reports.</li> <li>✓ Weekly &amp; Monthly head count reports.</li> <li>✓ All contractors billing process.</li> <li>✓ Checking Bills as per Compliance deduction and forward to Account Departments.</li> </ul>  |

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| <b>Computer Efficiency :</b> |  |
| Operating system             | ✓ Microsoft Office 98, Microsoft XP<br>✓ MS-Office, MS-word, MS-Excel, MS-power point, Internet, E-mail.<br>✓ Software Installation. |
| Other                        | ✓ English Typing speed 40W.P.M Marathi Typing Speed 30 W.P.M   |

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| <b>Soft skill :</b>  |
| Good communications and interpersonal skills comfortable working with computer especially Ms office good logical thinking. |

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| <b>Extra-Curricular Activities and Hobbies :</b>                                      |
| <b>Hobbies</b> : Watching and playing cricket & Kabaddi                               |
| <b>Achievements:</b> Working with sincerity & hard work of appreciation from seniors. |

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| <b>Strong points :</b>  |
| Goods in logical analysis of situation to take decision accordingly good manager. Positive thinker. computer efficiency |

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|---------------------------|---|
| <b>Personal Details :</b> |   |
| <b>Name</b>               | Mr. ANIL KUSHABA GHADGE   |
| <b>Present Address</b>    | Sara Orchid House No.1003,C-Wing, Ranubaimala, Chakan-Talegaon Road, Chakan Pune - 410501.  |
| <b>Permanents Address</b> | House No.12, Bahubali Nagar, Near Kotnis Nagar, Vijapur Road, Solapur - 413008.   |
| <b>Mobile No</b>          | +919209503912   |
| <b>Date of Birth</b>      | 12.06.1982  |
| <b>Gender</b>             | Male  |
| <b>Nationality</b>        | Indian  |
| <b>Marital status</b>     | Married   |
| <b>Email</b>              | <a href="mailto:anilghadge9000@gmail.com">anilghadge9000@gmail.com</a> ; <a href="mailto:anilghadge12000@gmail.com">anilghadge12000@gmail.com</a> |

Salary Expected : Exceed on previous Salary if there is Possible.

I here abide that all above given information is true to the best my knowledge,

Date:

Signature:

Place: Pune

**[Anil Kushaba Ghadge]**