

Mr. ANIL KUSHABA GHADGE

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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 :

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

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

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

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

Soft skill :
Good communications and interpersonal skills comfortable working with computer especially Ms office good logical thinking.

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

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

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

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,

Current CTC: 41912 P.M

Notice Period: One Month

Date:

Signature:

Place: Pune

[Anil Kushaba Ghadge]