

CURRICULUM VITAE

Mr. Nikhil Dipak Jadhav
A/p- Tambave Tal. Karad
9168807479/9325755070
Dist.: Satara, Maharashtra
Pin: 415114

Email: - jadhavnikhil332@gmail.com

Mo. No: -

Career Objective

To optimally utilize the present abilities, expertise and knowledge in the organization, to enable Name the organization to achieve its goals and at the same time capture opportunities for constant learning and development.

Academic overview

Academic Qualification	Institute/Collage	Board / University	Year of Passing	Grade
MBA (HR&Finance)	Jaywant Institute of Business Management wathar,karad.	Shivaji University,Kolhapur	2020-22	A+
Bcom	Venutai Chavan Collage Karad, Maharashtra.	Shivaji University Kolhapur.	2017-20	A+
HSC	Venutai Chavan Collage Karad, Maharashtra.	Kolhapur Board	2015-17	B+

Technical Skill

- MS Office: Word, Excel, PowerPoint, SAP Basic Knowledge.
- Tools: Google, Outlook, Email, Teams, Zoom
- Typing: English Typing- 40

Work Experience

Name of organisation: HR Admin at Mungi Engineers Pvt. Ltd .

Period of training : Jan 2023 – To July 2024

Designation : HR Admin

1. Admin Work :

- **Manpower Report** – Preparing manpower reports update (Excel sheet) for every shift and mail to concern department .
- **Canteen Arrangement** – Ensure Tea, Lunch/ Dinner & Breakfast will be available in time with sufficient quantity, Daily canteen menu& coupon status.
- **Time Office**- Updated records -Miss punch, Late-coming, Absent Report, C-off, Leave Card, Manpower Reports, New Joining update, Left Employee update and close & All time office related activity.
- **Safety** – Safety as required & implementing it ,near miss capturing and verify &make action plane with close action , Maintain Accident Records of every months.
- **Transportation** - Ensure workers Bus timing before 15 min .of shift started every location .
- **House Keeping** – Ensure water coolers ,shop floor ,office , toilet cleaning , garbage disposal etc.
- **Security Management** – (Visitor Pass, Daily occurrence Register ,Accident Register , Gate pass , Etc).
 - : Daily monitoring & Take all shopfloor round.
 - : Salary & wages issue of Employees.
 - : Responsible for hospitality pf guests.
 - : Rectify employees grievances
- **Files Handling** - Maintaining Employees personal file also maintain all HR office documentation Properly.
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2. Time Office & Payroll functions:

- Maintaining daily attendance and overtime record
- Leave management EL, PL, SL.
- Control absenteeism, late coming, early going etc
- Assist with day-to-day operations of the HR functions and duties.

- Safety maintain Accident Records of every month.
- Control labour management- To provide contract labour manpower as per department's requirements & contractual labours daily attendance tracking.
- Dealing and handling with local contractor and manpower requirement of plant.
- Provide appropriate reports from the HR database for the purpose of payroll, auditing and monitoring employee data for example sickness and lateness.
- Prepare al register regarding all labor laws such as accident register, deduction register, fine register etc.
- Having Experience on ERP software.

3.On boarding formalities & Exit Formalities:

- Final joining of candidates completing the joining formalities. Coordinating the induction process and verification of documents.
- Opening of bank account. preparation pf employment arrangement, updating of employee details in employee database.
- Responsible for conducting orientation program to new employee .
- Conducting Exit Interview.

4.Employee Engagement:

- Planning and implementing Employee Engagement strategies which facilitate support and maintain a high-performance culture.
- Promoting an orderly but friendly work environment to increase the productivity of the employees.
- Conducting monthly motivation and chalta bolta activity for blue collar and white collar.
- Responsible to organize employee welfare programs like health checkup camp, health and week and quality month celebration.
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2. Sintercom India Private Limited Mangrul.

- ❖ **Company Profile:** - SINTERCOM INDIA LIMITED is one of the leading automotive sintered components manufacture. Sintercom is specialize in manufacturing medium to high density sintered components for automotive engine, powertrain, exhaust systems as well as sensor components. The product portfolio includes drivetrain gears, engine sprockets, pulleys, crankshaft bearing journals, transmission gears, synchro hubs, as well as ABS rings, sensor hego bosses and flanges.
- ❖ **Duration:** - Since July 11th to till date.

❖ **Designation:** - HR Executive.

- **Admin & Administration**- Management of Contract Labour, Employee Transportation, Payroll, Housekeeping, Canteen and Security.
- **Payroll:** - Ensuring statutory compliance (EPF, ESIC, PT & LWF) related to the Employee and service providers. Maintaining MIS related files of all respective Bills and Challans (Hard and Soft copy) on Monthly Basis. Attendance, Full and Final settlement and Gratuity working. Time office management (Half Day, Short Leave, Holiday, Single Punches) of contractual & on roll employees. Processing salary by taking all necessary approvals of department head and forward to account department.
- **Contract Labor Management** - Ensuring timely contract labor supply in accordance with department requirements without any labor downtime due to contract labor's unavailability, tracking and approval of daily contract labor attendance compared to actual manpower Checking monthly contract labor bills against the monthly budget and daily MIS updating.
- **Employee Transport** - Responsible for planning and ensuring that the bus transportation facility runs efficiently, planning of transportation routes, verification of monthly transportation expenditures, and management of complaints related to transportation emergency vehicle management, pool vehicle management, managing the monthly meeting of the transport committee.
- **Housekeeping Management** - Ensuring that cleaning staff are properly utilized, maintaining the cleanliness of the entire plant both inside and outdoors, thorough cleaning, prompt rubbish removal, daily checking and maintaining housekeeping check sheets, daily visit to the shop floor, timely verification and supervision of housekeeping tasks, all lavatory, maintenance, and cooler-related duties. supplies for daily cleaning, labor costs, and equipment inspections.
- **Canteen Management** - Responsible for setting up and maintaining the canteen facilities, reviewing the canteen audit and monthly bills, resolving complaints pertaining to the canteen, and running the monthly canteen committee meetings.
- **Security Management** - Organizing and maintaining the security facility, reviewing monthly security bills and inspecting security, resolving security-related complaints, presiding over monthly security committee meetings, and performing daily rounds with the secretary are all part of their responsibilities. arranging security meetings and holding regular meetings with their security field officer. Also, new hires are secured while conducting their basic interviews, etc.
- **Recruitment** – Offline and online campus hiring, joining procedures for new hires, training new hires, maintaining employee diversity, monthly and annual performance reviews, exit and clearance, full and final settlement of employees, attribution and absenteeism analysis, and documentation

upkeep necessary for TS and IATF Audit are all included.

- **Training** - Presenting them with company information, internal policies, and information about the company's role in dexterity. Doing their monthly evaluations and awarding them L 1, L 2, L 3, and L 4 certifications. arranging for training in areas such as fire, crane operator, and first aid.
- Ensure the implementation of the Magna Employee Health & Safety Program is in place and Safe Work Practices are followed.
- Ensure Contractor Manpower recruitment is proactively achieved and deployed to plant requirement.
- Conducting HR & Safety Orientation training for newly joined employees.
- Daily coordination with production team and contract agency for day-to-day manpower services related activities.
- Assigning Biometric Punching and Monitoring Daily attendance & overtime of Contract Employees.
- Ensure Safe Work practices though daily round with EHS team and actively participation in identifying unsafe conditions, unsafe actions.
- Support HR Team Member for Employee Engagement activities like Employee Opinion survey, JHSC Team Meeting, Security Management, Housekeeping Management, Monthly Employee Meeting Management Visual Displays and Other Admin Activities.
- Leading overall DAT/Apprentices/Neem life cycle – Hiring, Onboarding, NATS and NAPS portal registration, Claim submission etc.
- Facilitating Suggestion Scheme.

Competencies

- Knowledge: Human Resource Management, Employee Engagement.
- Attitude: Positive, Initiative, Learning
- Skills: Leadership, Planning, Creative Thinking.

Strengths

- Good Communication Skills.
- Quick Decision Making.
- Willing Hard Work.

Personal Details

Name	: Nikhil Dipak Jadhav
Father's Name	: Dipak Anandrao Jadhav
Date of Birth	: 19/04/1997

Marital Status : Unmarried
Language known : Marathi, Hindi, English
Nationality : Indian
Current Address : At/p-Wasuali Near By Orchid Hospital, Chakan Pune,
Maharashtra, 410501

Date: -

Yours faithfully,