

CURRICULUM VITAE

VINOD S PATIL

SR. EXECUTIVE – HR / ADMIN

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OBJECTIVE:

To seek and create a niche for myself in the field of Management by being in the field of the leading edge innovation & by applying the best of my potentials, skills and attitudes that benefits to my organization and industry.

Experience:

COMPANY NAME	CLIENT NAME	PERIOD
Power Mech Project Ltd	Adani Power Ltd, Mundra GJ	01 Apr23 to Till Date
SJ Contractors Pvt. Ltd.	VTP ATERES Pune MH	23 Sept 2021 to 05 Sept22
Rohan Builders (India) Pvt.Ltd.	Corporate Office Pune MH	26 Oct 2019 to till 20 Sept 2021.
Rohan Builders (India) Pvt.Ltd.	Indus Coffee Pvt. Ltd. Nellor AP	06 June 2018 to 26 Oct 2019
IVRCL LTD,	KPCL /BTPS (Karnataka Power Corporation Ltd.) – Bellary KA.	26 Sept 2017 to 04 June 2018.

ROLES & RESPONSIBILITIES:

I. Human Resource Management.

A: Recruitment:

1. Screening CV and Selection of candidates.
2. Budget Approval
3. Releasing the Job offering & Appointment Lette
4. Joining Formalities
5. Induction.

B: Payroll Management:

1. Prepare the Monthly PMF1.
2. Leave management.
3. Final Pay sheet sent to finance Team for Budget approval for salary Payments

C: Evaluating the performance Yearly basis.

D: Assists with ensuring fair disciplinary practices are maintained.

E: Exit formalities:

1. Prepare the Documentation.
2. Settlement Full and Final amt.

II. Compliance Management:

1. To manage Wages Administration.
2. To prepare and maintain the Register:
 - A. Employees Register
 - B. Wages Register.
 - C. LOAN/RECOVERIES/DAMAGE/LOSS.
 - D. Attendance Register
 - E. Employees Cards.
 - F. Register of Adult worker
3. To prepare the Pay Slip
4. Monthly, Quarterly, half yearly & amp.
5. UAN No and ESIC IP Code Generation.

III. Administration Work

1. Liaison with external agencies related to the project work.
2. Office & amp; Facilities Management,
3. Canteen Management.
4. Vender Management and contract issue and renewal on time.
5. Employees Account Opening.
6. Travel arrangements for official tours.

PROFESSIONAL QUALIFICATION:

DEGREEE	INSTITUTION	PASSING YEAR	PERCENTAGE
MBA-HR MARKETING	Punysholak Ahilyadevi Holhar Solapur Uni.	2016	64.72%
B.C.S	Punysholak Ahilyadevi Holhar Solapur Uni.	2013	65.63%
H.S.C	Pune Board	2010	52.83%
SSC	Pune Board	2008	68%

COMPUTER SKILLS:

- Saral Pay Pack
- Great Place to Work.
- Precise Work Force Management
- People Scope
- Truein User
- GreytHr
- Kronos

PERSONAL DETAILS:

PANCARD NO:	CIYPP4470M
Date Of Birth	01-06-1990
Marital Status	Married.
Nationality	INDIAN
Languages Known	English Hindhi Marathi Kannada
ADDRESS	At/Po-Talewad Tq-Akkalkot Di-Solapur, 413216.

DECLARATION:

I Consider myself familiar with HRM Aspects. I am confident of my ability to work in team, I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Signature

Vinod S Patil