

CURRICULUM VITAE

HUMAN RESOURCES

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Total Experience: 10+ Years

❖ CAREER OBJECTIVES:

To be a part of a progressive organization that fosters innovation and encourages Individuals to perform and surpass their own level of excellence.

❖ ACADEMIC CREDENTIALS

- MBA in HR from Pune University, Pune in 2015.
- MBA in Marketing from Pune University, Pune in 2011.
- B.Sc.Agri from Pune University, Pune in 2009.

❖ SUMMERY OF PROFESSIONAL EXPERIENCE

Years	Name of Organization	Designation
Jan 2024 To Till Date	Trans Auto International	Manager
Dec 2021 To Dec 2023	Lokesh Machines Ltd	Asst. Manager
March 2020 To Dec 2021	Maschio Gaspardondia Pvt Ltd	Sr. Executive
July 2015 To Feb 2020	Adico Forge Pvt Ltd	Sr. Executive
July 2012 To Aug 2014	Ranadey Tech Pvt Ltd	Jr. Executive

Brief About of Exposure:

A) Recruitment, Resourcing & Selection -

- Reviewing Organization Chart, MRF.
- Planning the recruitment as per the manpower requirements of organization.
- Preparation and updating of Organization Chart - Vacancy Identification
- Screening, Call for interview, Salary negotiation, Finalization of CTC & grade fitment and Release an offer letter.

- Short-listing of CV's as per job profile & position.
- Monitoring & Handling the entire cycle of recruitment for **Junior, middle, and senior level professionals.**
- Coordination of interview (Virtual & face to face), Written test, Personal and technical interview, Reference checks.
- Joining formalities of New Joinee's (Documentation part & Joinee kit) and Issuing of Appointment letter.
- Scheduling, preparing, coordinating and managing the induction process.
- Briefing new recruits on the HR policies, guidelines, Organization structure Maintaining a wide database for various positions in soft & hard formats.

B) Time Office, SAP HR Module Implementation -

- Daily Attendance, Absenteeism, late coming & early going record, Overtime record, Leave management, Leave encashment, Bonus calculation for staff & contractual employees, Monthly calculation and preparation of wages structure, yearly calculation of entitlement of leaves, Incentive working of Associates.
- Maintaining employees records & their personnel file. Maintaining employee's database dept. wise, Maintaining fine records & deduction.
- Monthly calculation & preparation of Wage and salary statements and Salary slips. Preparation of Monthly MIS report. SAP Reports.

C) Training & Development -

- **Training need identification (TNI)** in coordination with HOD'S for their respective departments and compilation of training needs, Monitoring Skill Matrix.
- Preparing **Yearly & Quarterly Training Budget**, as per approved budget manage the costs.
- Preparing Training Calendar, Scheduling meeting and finalizing the consultants
- Coordinating the Training Programs, Other Pre & Post Training Activities.
- Conducting Training Programs for Trainees and outbound training for employees.
- On the job training Record (Technical, Safety)
- Analysis of after Training activities like Training attendance, Training Feedback Training evaluation, Training effectiveness.
- Maintaining of training record as per IATF 16949 requirement
- Design of Training program & also awareness training program.
- Managing targeted man days for training.
- Faced internal & external audits for IATF 16949 certification as well as Customer Audits

D) Statutory Compliance -

- Ensuring all statutory compliance on time, EPF, Professional tax, ESIC.
- Submission of labour welfare fund contribution, Submission of Factory Annual return Form 27, License renewal under factory act 1948, Statutory deadlines & necessary coordination for the payment. Contract labour RC's renewal, Employment Exchange.
- MPCB Consent & renewal, Plan layout approvals, Ensuring all statutory compliance on time, Maintaining personnel PF related docs of employees, Individual provident fund withdrawal cases, Liaoning with govt. department, Renewal of Stability Certificate.
- Safety Audit report, HIRA, Bonus Return File, Form 7, Form 11 & 13. Submission of Maternity Return. Submission of POSH Return.

E) IR & Union Wage Agreement -

- Ensure interactions between employee and HR. Representing HR in all team meetings.
- Keeping track of all welfare related activities for the employees.
- Handling all HR related grievances of employees, maintaining harmonious relations with employees, acting as a mentor to employees on compensation related issues etc.
- Disciplinary Actions - Preparing Show Cause, Charge-Sheets, Warnings and Domestic Enquiries on various types of indiscipline/misconducts under guideline of Head of Department & Legal Advisor.
- Handled cases of labour court & factory Court. Attended no's of Case hearings.
- Preparation of Union workers wage agreement as per decided years. MOM, Negotiations & settlement of union wage agreement of external & internal union.
- Handled 03 Union Wage agreement settlement i.e 02 Internal & 01 External union.

F) Personnel & Administration -

- Monitoring on Payroll functions. Implemented attendance recording software.
- **Managing a payroll for 900 +** employees which include permanent workmen and Management Staff and Contractual. Meeting strict payroll deadlines.
- Preparation of Bank/Cash statements & interaction with Accounts dept. till crediting of employees' salaries in Bank.
- Interaction with Accounts depts. in reconciling employee advances & loan balances on monthly basis. Control on Contract Labour Administration and verification of monthly bill as per their muster-roll.
- Maintaining various Records & Registers such as Leave Register, Leave cards, Muster Roll. Keep records of superannuation and Gratuity.
- Separation formalities, exit interview, feedback and analysis of separating employee
- **Full & final settlement** of left employees.
- Maintain all HR files and employee information in various forms like employee database
- Updating the manpower database of new joiners & left Employees
- Preparing a detailed **monthly MIS/HRIS report of HR Dept.** in PowerPoint for top management., providing trends & analysis about manpower count & its utilization, recruitment, salary details, Cost Centre wise expenses.
- Generating and forwarding to the management the various reports as and when desired by them.

G) Welfare Activities -

- Group Personal Accident (GPA) Policy and Mediclaim policy for employee and their family members.
- Coordinating and giving Training Programs regarding the Insurance Policies.
- Forwarding the required documents to the insurance company for the settlement of the claim.
- Monitoring the transports and canteen facilities for employees.
- Organize Teambuilding activities, Family Visits, Family Get-togethers etc.
- Organizing celebration of various festivals like Dussehra, Diwali, Ganapati & Holi
- Organizing annual medical check-up for all employees.
- Arranged various safety programs in safety week. (Safety Awareness, First aid, & Fire Fighting)

❖ Strengths

- ☞ Self-motivated with a lot of initiatives, Confident, Quick Learner,
- ☞ Excellent communication & Inter-personal skills.
- ☞ Ability to work independently
- ☞ Ability to maintain smooth relationship in organization.

- Computer Skills: **MS-OFFICE (Word, Excel & Power Point)**

❖ PERSONAL INFORMATION:

Date of Birth : 15th Oct, 1990.
Languages Proficiency : English, Hindi, Marathi
Nationality : Indian
Passport : Available
Address : Oxyprimo Society, Bakori Phata, Wagholi, Pune - 412220

Indrabhan Borawane