

RESUME

Irfan Husen Jamadar.

(MBA HR with 5.5 Years' Experience in HR)

Present Address: - A/P: - Hadapsar, **Tal: -** Haveli,

Dist.-Pune, Pin Code- 411028. **Contact:** 9766344541.

E-mail: - irfanjamadar2313@gmail.com.

➤ **Career Objectives: -**

To achieve high career growth through a continuous learning process & to use my concepts Operation, Human Resource knowledge & Experience for the betterment of organization.

➤ **Experience: -**

1)Lokesh Machines Limited as **HR Executive**.

(Pune Division, MIDC Ranjangaon Pune). From [10th April 2023 to Still Date].

2)GKN Sinter Metals Pvt. Ltd. (**HR Associate**).

(Nagapur MIDC Ahmednagar). From [07th March 2021 to 07th April 2023].

3)Lokesh Machines Limited as **Management Trainee (HR & Admin)**.

(Pune Division, MIDC Ranjangaon Pune). From [30th Jan 2018 to 31st Jan 2021].

➤ **Roles and Responsibilities: -**

Attendance & Payroll: -

- Preparation of all daily, monthly, yearly attendance report like, absenteeism, overtime, etc. of Off roll & on roll.
- Daily reporting of overtime, contract manpower, input for People productivity.
- Management of short leave, half day leave and attendance regularization, Leave updating, OT Calculation manually.
- Maintaining and preparing data for Bonus & Leave calculations.

- Salary slips distribution, Master data updating, Biometric Registration, Addition of new joining & deletion of period over/resign emp. from muster data & shift list.
- Resolving employee attendance related queries and grievance of an organization.
- MIS report.

Recruitment: -

- Manpower planning, contractual & on roll employees.
- Arranging telephonic and personal interviews in coordinate with departmental heads.
- Completing of Recruitment Formalities, Interview schedules, exit interviews.
- Drafting & Issuing offer, Appointment, Service letter, full and Final & etc.
- Creating new employee master, Biometric Registration and timely and accurate entry in the system.
- Maintaining Employee Personal files and completing of records.

Employee Engagement: -

- Planning and celebrating of various types of employee engagement programs, Celebrating of Birthday & festivals like Dipawali, dusehara, Shivjayanti, Family meet, employee get together, Children Picnics, Employee picnics & etc.

Statutory compliance's: -

- Maintaining and preparing Timely statutory Compliance under the provisions of labour & factory laws.
- Handling EPF, ESIC, MLWF Portals.
- Preparing and filing EPF ECR Challan, Combined challan, paid Challen in EPF portal.
- Uploading ESIC ECR Challan, paid Challen in ESIC portal.
- Preparing PT Challan.
- Preparing and uploading MLWF Challan.
- Resolving employee EPF related queries of an organization.
- Settlements of ESIC claim.

Training & Development: -

- Identification of training needs in coordination with Dept. Heads, Preparing Training plan.
- Scheduling and arranging trainings.
- Coordinating with internal & external trainers.

General Administration: -

- Labour contract management, attendance, Manpower, compliance etc.
- Contractual bill verifying (Canteen, Transport, Labour Contractor & etc)
- Security Management.
 - Canteen management.
 - Travel & Ticketing, Hotel Booking.
 - Housekeeping and garden Management.
 - Stationary Material, First Aid Box.
 - Timely arranging & distribution of Welfare facilities like Uniform, Safety Shoes, I Card, PPE, Soap, pen & etc.
 - **Insurance:** Medclaim, EC & Insurance Policy Renewal, Additions of New Employees & Deletion of left employees. Insurance claim settlement.
 - Water Management: Consumption Reports, Controlling Tracking Cost & Supplier Bills.
 - Record keeping, notice & Report writing.

➤ MBA Project: -

Project Title: -Laboure Welfare 45 days

Firm: -Ghatge Patil Industries Ltd. Kolhapur.

➤ IT Skills: -

Having sound knowledge of Microsoft Word, Excel, Power point, Internet & Office Automation.
& Working on various HRMS software Probus, Ascent, ESSL & etc.

➤ **Academic Qualification: -**

Completed Master of Business Administration undertake Shivaji University in 2017.

Qualification	Institute/ University	Year	Class
M.B.A(HR)	Shivaji University, Kolhapur	2015-17	First Class
B. A	Shivaji University, Kolhapur	2013-15	First Class
H.S.C	Kolhapur Board	2010-11	Second Class
S.S.C	Kolhapur Board	2008-09	First Class

➤ **Achievements: -**

Active participation in Chintamanrao Institute of management development & research Sangli in Unique selection process event.

➤ **Personal Information: -**

Name: - Irfan Husen Jamadar.

Permanent Address: - A/p:Bavachi. Tal: -Walwa, Dist: -Sangli 416301.

Date Of Birth: -05/10/1992.

Marital Status: - Married.

Language Known: - Marathi, Hindi & English.

Expected CTC: - Negotiable.

Notice Period: - Minimum 30 Days.

➤ **Declaration: -**

I hereby certify that the particulars given above are true to the best of my knowledge and belief.

Place: -

Date: -

Mr. Irfan H. Jamadar.