

Om Dharmraj Karokar

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CAREER SUMMARY

**PGPM in Personnel Management with over 13 + years of experience
in:**

**(Payroll & HR Operation Management for 2000 Employees (On Roll
& Off roll) for the group of Companies)**

❖ Core Competencies

LABOUR LAWS & COMPLIANCES:

- 1) PF ESIC Act: Applicability of Law & Eligibility of employees, various benefits under the law, Monthly contribution, employees add/delete.
- 2) Monthly ECR/Challans preparations, Calculations & online payment.
- 3) Latest amendments in Labour Laws & proposed changes.
- 4) Bonus & Gratuity Act: Applicability, Eligibility, Calculation & its payment.
- 5) Maternity Benefits: Applicability, Employees Eligibility, Various Benefits.
- 6) Minimum Wages: Understating, Importance & relevance.

COMPENSATION & BENEFITS :

- 1) Understanding Compensation & various benefits.
- 2) Understating CTC (Cost to Company). Gross Salary & Net Salary.
- 3) Designing CTC Structure & selecting components. Various Models of CTCs.
- 4) Payroll Processing in payroll software & excel sheet. (Saral Pay, Greytip, Facto HR, ERP)
- 5) Labor Welfare Fund (LWF), Leaves, Holidays, Loss of Pay & Over Time.
- 6) Full & Final Settlement of Employee.

RECRUITMENT, SELECTION & ONBOARDING

- 1) Managing the complete recruitment life cycle for sourcing the best talent for diverse group.
- 2) Understanding and executing staffing requisition & requirements in collaboration
- 3) Job Posting on various sites, Use LinkedIn & Social Sites for TA.
- 4) Use of Keyword / Boolean search for suitable profile on job portals.
- 5) Completing onboarding formalities & ensuring the complete induction program for new recruitments.

OTHER COMPETENCE :

- 1) Talent Acquisition and Management.
- 2) Performance Management System.(PMS)
- 3) Office Administration and record keeping.
- 4) Employee grievance complaints handling and solve result orientation.
- 5) Assist to company Director and CEO.
- 6) Employee Personnel files – HR Record Keeping.

Liaisoning Part Experience:

- 1) Factory Act: Factory License Renewal, Annual Return, Factory Plan Layout Approval
- 2) Provident Fund Act: PF Monthly Compliance
- 3) ESIC Act: KYC Updating and add member of IPs

- 4) MPCB Act: Consent to Operate, Consent to Establishment, Environment Policy, Annual Return, Management of Hazardous waste return.

Key strengths entail:

- The ability to build strong, enduring relationships - Strong communication skills
- A strategic / business vision- Leadership qualities & good administrative skills
- Personal integrity / high ethical standards- Teamwork at all levels
- Negotiating / influencing skills- Ability to balance strategic & operational issues

➤ **Employment Chronicle:**

- ❖ Company: Vasant Group of Industries (Sr. Manager Group HR) PCMC July-2022 to Till date.
- ❖ Company: Visiontech Engineering Pvt. Ltd. (Manager Administration & Compliance) May-2019 to Jun-2022 Chakan Pune. (3Years)
- ❖ Company: Siddhi Engineering (HR Executive- HR) April-2016 to May-2019 Aurangabad (3 Years)
- ❖ Company: UKB Electronics Pvt. Ltd. (HR & Admin Officer) Aug-2013 to Mar-2016 Ranjangan MIDC Pune (3 Years)
- ❖ Company: JABIL Circuit India Pvt. Ltd. (on the rolls of ARMS India) Nov-2011 to July-2013 Ranjangan MIDC Pune (2.5 Years) MNC

KPI Summary:

1. Responsible for anchoring all PMS & Employee communications initiatives.
2. Employee life cycle Management.
3. Recruitment & induction of new entrance.
4. Performance management & review.
5. Compensation planning & Administration.
6. Checking attendance, leave & payroll management
7. Employee Welfare/Sports/Engagement
8. HR Record (Soft & Hard) with valuations administration
9. Statutory & Factory Legal Compliances
10. Social & Ethical Compliance

Key Responsibilities: (Current Company)

- ❖ Ensure all HR Policies and procedures, as outlined in the employee manual, are always complied with by employee.
- ❖ Be resourceful in your approach to resolving day-to-day HR issues with a focus and eye for detail.
- ❖ Facilitate communication between managers and employee as needed in order to resolve any disputes or complaint.

- ❖ Closely track attendance and manage coverage for when team members are out of the office.
- ❖ Provide attendance statistics to accountant regularly.
- ❖ Review Employee expenses for compliance with policies and forward to the accountant.
- ❖ Act as primary point of contact for rogues facility staff and all local vendors (i.e. lunch and tea providers, transportation staff) Work with director of Operations on all required items from local vendors.
- ❖ Handle all administrative tasks parting to the organization of the office, personnel and payroll.
- ❖ Work closely with recruiting analyst to provide and follow up on reporting.
- ❖ Be a cultural ambassador, championing company values and ensuring they're part of everything we do.
 - 1) Nurture a positive working environment.
 - 2) Create, manage and promote monthly and annual contests initiatives to motivate individual performance.
 - 3) Ensure such contests are financially and spiritually rewarding, including recognition program and appropriate monetary prizes
 - 4) Plan and facilitate periodic team building outings and company events (i.e. Diwali celebration).
- ❖ Source, build and maintain a pipeline of potential recruiter trainee candidates.
- ❖ Hire new classes of recruiter trainees based on business needs
- ❖ Scheduled and conduct interviews for potential new hires
- ❖ Manage the new hire onboarding process and conduct orientation sessions.
- ❖ Ensure that all new hires have completed all pertinent information for the back office and chapter accountant.
- ❖ Conduct exit interviews for voluntary terminations.
- ❖ Organize and coordinate annual performance review process with employees and their managers.
- ❖ Responsible for all HR and office related tasks.

✓ **Human Resource**

- ❖ Ensure accurate timely processing and maintenance of salaries, records, claim and employee related document.
- ❖ Hands with technical experience Talent Acquisition & Management, Learning & Development, PMS & HRMS
- ❖ Capable for large scale recruitment, statutory compliance, liaisoning, Wages and Salary Administration of large workforce.
- ❖ To deal with union delegates/ office beaters (If Applicable) in a positive manner and resolve day to day grievances/ issue raised by them, as also to negotiate on issue with them.
- ❖ Assisting the manager in maintaining a positive IR environment in the company Accountabilities.
- ❖ Ensuring timely distribution of salaries, claims etc. to the plant employee.
- ❖ Ensuring compliance to various applicable laws.
- ❖ Fulfilling the approved manpower requirements of various department regarding contract labour and operator
- ❖ Supporting Manager in resolving labour issues
- ❖ Driving contract Labour Management and optimization of headcount for labour productivity.
- ❖ Developing & directing employee welfare activates to build team sprite adherence to statutory laws
- ❖ Ensuring adequate, timely administrative/ personnel facilities are provided to the plant employee.
- ❖ Implementing welfare activates successfully for greater employee involvement.
- ❖ Ensuring timely and accurate exit procedures.
- ❖ Ensuring timely and comfortable travel facilities for the plant members.
- ❖ Ensuring smooth functioning of communication facilities and equipment in the plant.

✓ **Administrative**

- ❖ Responsible for purchase and maintenance of day-to-day office requirements like office & computer stationary, infrastructural facilities (from collecting quotations, negotiating on the same, till finalization of the quotation and purchase orders.
- ❖ Responsible & Hands experience of Canteen and Transportation management system.
- ❖ Monitors transport and canteen activities in the factory on daily basis.
- ❖ Checking food quality & canteen hygiene (cleaning) on daily basis as per the check sheet.
- ❖ Monitor Administration cost with sanction budget.
- ❖ Reconcile monthly data of all admin activities for a cost comparison.
- ❖ Daily & Monthly check canteen & transport services as per the check list (Contract Agreement).
- ❖ Preparation & reviewing of agreements for canteen & transport.
- ❖ Hands experience handling grievance complaint & employee queries, request & feedback.
- ❖ Played a key role in the implantation of rewards & recognition programs for employee's relations.
- ❖ Ensured seamless administration activates such as employee Transportation on & Securities
- ❖ Handling Securities agency.
- ❖ Facilitated the preparation of monthly MIS & presenting top management.
- ❖ Performed Safety Audit, Accident Report, Mad claim & GPA coordination, office administration and security staff coordination.

✓ **OTHER SKILLS AND ABILITIES:**

- ❖ Strong work ethic
- ❖ Capable of working on multiple projects, shifting priorities with minimal notification
- ❖ Experience with and comfortable working in the second shift.
- ❖ A self-starter that can thrive in a fast-paced environment.
- ❖ Abilities to maintain discretion with confidential information
- ❖ Strong multi-tasking skills & problem solving skills
- ❖ Comfortable working with deadline
- ❖ Bring a positive attitude to work and all work-related interactions.

✓ **EDUCATION & QUALIFICATION:**

- ❖ Post-Graduation in Personnel Management (PGPM) from ISBM Institute, Pune University 2017.
- ❖ Diploma in HRM (Human Resources Management) form ISBM Institute 2016 Pune
- ❖ B.COM. from Nagpur University 2011
- ❖ ITI (Automobile) 2007

Personnel Details:

Father Name : Mr. Dharmraj Karokar
Mother Name : Ms. Muktabai Dharmraj Karokar
Address : At-Sarra, Post- Nagalwadi,
Tel- Saoner, Dist-Nagpur
Date Of Birth : 28th Aug. 1987
Marital Status : Married

I guarantee you that my managerial & technical skill & experience will be distinctive competency resources to your organization.

Date:

Place:

Om Karokar