

Mr. Jagdish Wadghane

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RESUME



PROFESSIONAL SYNOPSIS

- HR Generalist with 09 years' experience in recruiting, employee relations, benefits, and payroll. Collaborates with multiple levels of an organization to align goals and achieve common objectives.
- I am focused and a reliable team player who approaches each new challenge with a commitment to excellence and securing the long-term success of an organization. Proficiency in manpower management & recruitment process, Tactically Handling Strength of 1500.
- Reporting to MD/GM HR Corporate, Experience in implementing HR Systems and Policies, organizing Training Programs towards enhancing employee productivity and building committed teams & maintaining healthy employee relations & Independently handling Union labors and related issues. generating MIS reports. & Experience in viz., Recruitment, Induction, Contract Worker Mgt & Time Office, Handling Grievances, Payroll processing, Employee Engagement, Resourcing & Development, Training, Compensation & Benefits, Welfare, General Administration, Hospitality, Security Mgt. etc.

EDUCATIONAL QUALIFICATION

- Master In Personal Management (MPM), Pune University, Pune, Maharashtra in the year 2015.
- Graduate in BA Art from Dr. Babasaheb Ambedkar University, Aurangabad, in the year 2013.
- HSC Maharashtra Board in the year 2005 & SSC Aurangabad Maharashtra board in the year 2003.

COMPUTER/SOFTWEAR KNOWLEDGE

- MSC-IT (MS Excel, MS office, MS word, MS PowerPoint) & AI Tools (Chat GPT).
- Payroll & Attendance-SAP, Tax Pro, Pay Pack, ERP & Pocket HRMS. & Marathi-Hindi, English Typing.

INTERPERSONAL SKILL & STRENGTH

- Good presentation skills, Positive thinking, Smart Working, Teamwork & Energetic & Self-motivated.
- Ability to rapidly build relationship and set up trust & Better team leader and good team player.

PROFESSIONAL EXPERIENCE

Present Organization: -M/S. Veeraja Industries, Warje, Pune- 411023.

Designation: Manager HA & Admin. Period: From Oct 2021 to Present.

Veeraja Industries is a certified company that specializes in manufacturing Centralized Filtration Systems. The industry recognizes them as a comprehensive solution provider for coolant filtration, chip removal, and coolant management, with a workforce of 150.

Role & Responsibility

HR & Admin Activities: -

- Coordinated with VP & Director and forecasted all hiring requirements in future & Handled End to End recruitment process for HO and Plants.
- Structuring & implement individual development plan, HR policies & Employee handbook.
- Org. hires structuring, Designations grading. Manpower mapping, planning, and budgeting.
- Structuring and implementation of Reward & Recognition program, T&D calendar & planning prepares Employee engagement activities, yearly event calendar.
- Structuring and implementation in Toolkit for Recruitment & Selection, on boarding & induction process, probation & conformation, PMS, T&D, exit mgt, prepare all over HA toolkit.

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- Arrange and coordinate Annual get together, Annual sport day, Annual Blood donation camp, Annual health checkup, Quarterly meet, Birthday celebrations, work anniversaries.
 - Celebrating in office for every international, domestic & Festival Days.
 - Prepares & present company HA policy, new joiner induction programme, presentation.
 - Time to time declare in probation, conformation, performance & increment process.
 - Structuring and successfully implementation 5S, Safety committee & daily small improvement concept in office and shop floor & Arrange safety week campaigns in every year.
 - Display in shop floor visual board like 5S, fire extinguishers, kaizens, Safety & other SOPs.
 - Travel & Expenses module management by through in different systems.
 - Prepare and implement Annual paid holiday list, & Housekeeping, security & fire exting. Checklist.
 - Structuring and implementation All employees' rules & regulations.
 - Structuring and implementation all HRMS module by through in different systems.
 - Structuring and implementation Score Card review on monthly basis for all respective HODs.
 - To initiate timely action on Increments, Confirmation, Extension of Probationary Period, Full and Final settlements, etc.
 - Submit MIS Report for respective MD, VPs, & Structuring and implementing CSR Activities.

Salary & Wages

- Report preparing such as Attendance, late coming, Contract Manpower, and Monthly Joining & Left employees, and attendance input & payroll output.
- Maintaining AMS (Attendance Management System) Show face machine for Attendance data.
- Joining Process – Giving offer letter, Appointment Letter, F& F settlement of resigned employee.
- To keep record of employee's Coffs, overtime, leave, leave updating & outdoor duty form etc.
- Opening salary accounts of New Joiners and enter account no in System.
- Loan procedures, salary advance and process the payroll, submit to account dept.
- Solving salary query of employees, extra work data & Pay slip, distribution to them.
- Make Entry in Software Pay heads, master data & Personal information of the employee.
- Maintaining Employee Database & Personal File of All Employees.

Statutory Compliances: -

- PF, ESIC, PT monthly Challan & MLWF (Half Yearly Return) Online Submission.
- Full & Final Settlement of Exit Employees (Calculation Leave encashment/Bonus/Performance)
- Coordinating in PF, ESIC & MLWF facilities for all eligible employees.
- Coordinating and prepare vender site Gate passes & Policies.
- Labour Contract Government Statutory Compliances and other work
- Prepared All Legal Marathi Letter of Govt., Union, Worker show cause, Enquiry & other.

Recruitment & selection: -

- Close all open position within assigned timeline & budgeting, Recruitment life cycle.
- Prepare and create every position JD & Manpower requisition form, conduct in & exit interview.
- Prepare the recruitment advertisement & Posting jobs on portals & other sources.
- Proper understand the JDs & Co-ordinate with outside placement agencies & attend the job fair.
- Screening & lining the candidate for Interview. Conducting aptitude test & giving the company presentation before Interview & Selecting & follow up till candidate joining.
- Negotiation of Compensation & Benefits Structuring for selecting candidates.
- Issuing after, joining appointment letter, undertaking of office asset, identity card, uniforms, and preparation of his induction Programme & new joiner 30,60,90 days, plan prepares with HODs.
- Giving induction (presentation) to the new joiners & Check reference for every new joiner.
- New joiners prepare the Welcome letter & arrange the Welcome Kit.

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Learning and development

- Create and prepare position wise & employee wise competency mapping.
- Assess employees' needs for training & Align training with the organization's strategic goals.
- Create and prepare annual training plan & budget and keep operations within budget.
- Develop training programs that make the best use of available resources.
- Take a time-to-time training feedback & take exam/test for who is attend the training.
- Arrange on the job, classroom & team training/building program.
- Reward & recognition process, Appreciations & Certifications.
- **30,60,90s Align with Department & Individual Wise Overall Organization Vision, Purpose & Values.**

IR Activities: -

- One point contact for HR related Disciplinary Actions for Plants & Handling Grievance.
- MIS related to Manpower like Statutory Compliance Reports / Productivity Report.
- Policy Introduction & Formulation, Handled complete process of Transportation.
- Develop a good and healthy industrial relations climate within the establishments by building good employee relations & Reduced Absenteeism in the Organization.
- Attendance & Salary Wages Administration, Payroll processing of whole group employees.
- Employee objective setting, Performance appraisal meeting, data gathering, observation, quarterly performance review & Asset management, operational cost control.
- Employee satisfaction survey & positive actions on disagreements as a part of employee engagement & Handling day to day operations of head office/branches and it's budgeting. Regular pay to service providers /vendors through concern departments & cash management.

Past Organization: - M/S. Luminaz Safety Glass Pvt. Ltd, Gut.No.61, Waluj, Aurangabad.

Designation: Sr. Executive HR & Admin. Period: From July 2018 TO July-21 (03 years).

Luminaz Safety Glass is Green Field Project for Automotive Glass processing a certified company that specializes in manufacturing Lamination +Tempered product processing & with a workforce of 1800.

HR & Admin Key Responsibilities: -

- Preparation of the monthly attendance musters & Maintaining Payroll Related data for salary process.
- Maintain & Updating employees' master data, leave data, and personal file.
- Enrol New PF & ESIC member in the system & Maintain Statutory Compliances as per gvt. rules.
- Company Image Building activity- Arrange Blood donation camp.
- Industrial Relation with various company's and customers. Arrangement of Parties and Meetings.
- Employee's counselling on personal & employment matters & Focus on Employees Health, Safety.
- Issuing Visiting cards Identity Card and mobile sim card to new employee.
- Generate various monthly reports as per management requirement.
- Handle joining Formalities of employees & maintaining the manpower report & absenteeism report.
- Maintain, monitor general Administration- Transportation, House Keeping, Security, Gardening.
- Plan & arrange Birthday, Tours arrangement, Picnics, Employees get-to- gather.
- Monitoring and maintain all records of contract labour attendance, wages & other legal compliances like payment register, muster roll, leave & payment of overtime register.
- Resolve Salary Related Issues & Queries & Reduced Absenteeism in the Organization.
- Update daily Miss punch and warn to employees regarding the same.
- Managing Overtime and Incentive on daily basis.
- Manage All Housekeeping related activities for clearing Internal and External Audit.
- Clearing All Bills of Flats/Hotels/Lunch/Dinner/if any.
- Screen incoming resumes and application forms.
- Provide shortlists of qualified candidates to HODs & telephonic interviews arrange with candidates.

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- Coordinating interviews with the hiring managers & Salary negotiation / Send Job offer emails.
 - Handling New Joining procedure, documentation, Induction, Thumb Impression etc.
 - Conducting exit interviews and relieving formalities.
 - Day to day administrative work. & Handle the all over Plant HR activity.
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Past Organization: - M/S. Yeshshree Press Comps Pvt. Ltd, B-4, MIDC, Waluj, Aurangabad.

Designation: HR Officer. Period: From July 2014 TO Jun-18 (04 years).

Yeshshree Press Comps is a certified company that in manufacturing of stamping & tubular component in India and supplying to leading Indian Automotive Manufacturers (OEMs) & with a workforce of 1800.

HR & Admin Key Responsibilities: -

- Manpower Planning, Contract Labor Management & Leave Management.
 - Employee Entry & Exit process (Maintain joining report, induction, registration in PF & ESIC & full & final statement) & Primary Health Care & Safety & Injury/Accidents reports of employees.
 - Maintain discipline in the plant and Disciplinary Actions against the misconducts.
 - Make necessary arrangements for VIP visitors & Traveling Management.
 - Supervision & Management of General Administration like Housing keeping Security & Maintenance of office premises, Printing & Stationery, and day to day administrative work. & Handle the all over Plant HR activity.
 - Monitoring and maintain all records of contract labor attendance, wages & other legal compliances like payment register, muster roll, leave & payment of overtime register.
 - Resolve Salary Related Issues & Queries & Reduced Absenteeism in the Organization.
 - Update daily Miss punch and warn to employees regarding the same.
 - Process the payroll and submit to account dept & Managing Overtime and Incentive on daily basis.
 - Joining Process – Giving offer letter, Appointment Letter, Personal file update.
 - To keep record of employee's Casual off, overtime, leave updating.
 - Leave card/Forgot Punching forms/outdoor duty form updating in Attendance System.
 - Opening salary accounts of New Joiners and enter account no in System.
 - Preparation of Deduction list, Salary Processing wholly responsible for payroll.
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Personal Profile

Name : Mr. Jagdish Haribhau Wadghane.
Date of Birth : 27th June 1988.
Permanent Address : At, Post: Madke, Tq: Shevgaon, Dist: Ahemadnagar-414502.
Current Address : At, SR.NO.7/4, Bombay Colony, Dapodi, Pune-411012.
Mobile : +91-9730166026.
Email id : jagdishwadghane@gmail.com
Marital Status : Married.
Languages : Marathi, Hindi, English.
References : By Request.

Declaration

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

Place: - Pune.

Signature

Dated: -

Jagdish H Wadghane