



# Key skills

- · hr generalist activities
- · hr administration
- · attendance management
- hr compliance
- · Grievance Handling
- · Vendor Management
- Employee Relations
- Employee Welfare
- Payroll Processing



## **Personal Information**

City Pune

Country INDIA



### **Hobbies**

- Reading
- Driving
- Swimming



### Languages

- English
- Hindi
- Marathi

# Omkar Mahadev Kalokhe

#### **HR Generalist**





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### **Profile Summary**

Proven track record of developing and implementing HR strategies aligned with organizational goals to drive business success.

Strong expertise in talent acquisition, including sourcing, screening, and onboarding top-tier candidates across diverse industries.

Skilled in fostering a positive work culture through effective communication, employee engagement initiatives, and conflict resolution.



### Education

**MBA/PGDM, 2023** 

SB PATIL INSTITUTE OF MANAGEMENT

B.B.A/B.M.S, 2021

MIT Arts Commerce and Science College, Pune

12th, 2018

Maharashtra, English

10th, 2016

Maharashtra, Marathi



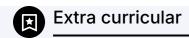
### **Work Experience**

May 2023 - Present

**HR** Generalist

**Unostar value Chain Pvt Ltd** 

1. Handaling ESIC & PF Portal.



Instrument Player, Sports Person, Active In Social Activities.

Playing Instrumen Pakhwaj / Tabla Sports Person National Karate Player

Actively Participating in Social activitie.

- 2. To maintain Daily Attendance of employee and documentation.
- 3. Create new employee ESIC, UAN No.
- 4. To visit the company contract site manage the labour requirmet.
- 5. To provide the naccesary documents of the employee like a ESIC Forms and Documents of the employee.
- 6. Vendor Management.
- 7. Employee Welfare.
- 8. Monitoring Absenteeism.

Admin Activitie.

- 1) Issue I Cards.
- 2) Employee Monthly Payslips.
- Appriciation Certificate For Employees, Inventory of Uniform, Stationary.
- 4) Purches Gifts For Employee Apriciation.
- 5) Purches Diwali gifts for employee.
- 6) Maintain Pantry Section, checking Hygiene Sanitatio.
- Working on Monthly wage sheet mandays, pa6ble days.
- -Monthly Biometric Attendance Reports.
- Manpower Handling
- Employee Relation.
- -Employee Griveance.
- Compliance.
- 1) Fileing Monthly Complaince date.
- 2) Handling Complaince Audit.
- 3) Handlin ESIC & PF Portal
- 4) Prepairing Monthly Challans of PF & ESIC.
- Recruitmemt
- 1. Handling Naukri Portal
- 2. Shortlist employee for sutaible position
- 3. Onboarding & Induction.
- 4. Joining Formalitie.
- -Onborading
- 1. Joining to Exit Formalities.
- 2. Induction and orientation.

4. Maitained Employees Personal record.

Internship

Projects

Certification

3. Fileing Documentation.

 Hr Gernalist And Fundamentals Of Hr Gernalist (Valid upto April 2022)