

**HR from 2 /4 Wheeler Dealership, Manufacturing, Service Construction and Indian Air Force**

**Role & Responsibilities:** -----

HR – Budget, Recruitment, Induction, Confirmation, Competency Mapping, Training & Development Coordination, Continual improvements, Personnel, Awards, MIS, Healthy Work Culture, HR Processes, Procedures and Policies, Pay Roll, Compensation & Benefits, Exit, Full & Final Settlement, Coordination with Principle BP - Manufacturer

Administration – Administration, Correspondence, Contracts of Housekeeping, Security, Mobile, landline, Safety devises, Periodical Inspection and calibrations of maintenance equipment / instruments, AMCs

Liaison – Legal Compliances - EPF, ESIC, MLWF, PT, ER, Liaison with government and other agencies for speedy execution of task, Renewal and Periodical Returns of Licenses - Factory, Shop Act

**Skills and Achievements:** -----

Within two weeks of taking over new assignment, learned, processed and disbursed the pay through **pay process system** which was never used earlier by me. Single handed **planned, processed**, executed and disbursed **the increment of 550 plus employees** at five locations in very next month

**Salary structure revised, processed** and successfully brought into effect for 475 plus employees

New concept “**ONE STEP EXTRA**” learnt and successfully brought in practice for better sales results

**Cleared audit** of admin, HR & accounts with **NO RED ENTRIES** within six months from taken over as branch manager of Hyderabad Regional Office.

**Multi tasking & adopt new role** – Admin & Hr support to 150 plus employees **of 3 divisions at 9 locations** across the country. Appreciation from HR Advisor & the Company President

Successfully planned and organized the **Annual Meet 2011, 2012 & 2013** of 150 plus employees. Appreciated by the Company President

**‘Lead The Team’ and ‘Get the Job Done’** - Lead 4 admin and 6 HR employees to cater the HR admin services to the group of companies, **six locations -TP, two factories and 750 plus employees.**

Conceived and implemented successfully new **Concept of Land Record Management**

**Strength and Weakness:** -----

Always open to **accept changes, know and learn** new systems, processes, **passion to be better than previous better**

**Job Profile :** -----

Budget and Plan Strategic and tactical manpower planning, joining, cost effectiveness over period, frequency and numbers

Cycle of Employment Ensure deadlines are met at each step of employment as per policy, reference checks, care and associate in recruitment until disassociation

Salary and Benefits, Compensations, Pay Roll Salary package, pay roll process, increments, incentives, reimbursement, gratuity, bonus, benefits, group health insurance

Employee Relations and Work Culture Attendance, etiquettes, dress code, conduct, rights and responsibilities, award, rewards, recognition, organize social event, promote positive healthy work culture, meetings and p2p interaction, drafting compensation benefits

Learning, Training & Development New hire orientation & induction, training calendar, nominations, performance management system, organize technical and soft skills trainings, training need analysis and training effectiveness check, competency mapping and evaluation

Time Support Management and Personnel Checks on leave management and attendance, records of habitual offender and correcting steps, documentations

MIS and Policies Develop, review and active participation in drafting HR processes and policies, ensure that HR budget is aligned to the company's goals and objectives, MIS for various matrixes, forecasts / projections / reports to initiate and introduce new way of analysis

Statutory Compliances EPF, ESIC, PT, MLWF, coordination for labor license, shop & establish license, factory license, MPCB, contract labor, assist in ISO certification and documentation

Administration and Office Management Office and factory administration, correspondence liaison with government officials, discipline, transport management and bills, insurances, renewal of contracts for legal, technical consultant, security, transport, housekeeping, maintenance, security of men, material and information, employee canteen, bills, material inward/ outward, periodical/ surprise checks, mobile & network lease line, management of safety measures like, shoes, hand gloves, eye protections

Liaison Liaison with certifying / government authorities, assist for loan sanction GRs and speedy disbursement, settling grievances, participate actively in negotiation, finalize sale or purchase process of properties

Primary duties as The Soldier Safety, security and well-being of men, material and information, trained and used to fire fighting appliances, care and operate small arms and ammunition, vigilant and ever alert for smallest / minor change in life and environment - physical or psychological

Primary Function in Meteorological Branch Collection, analyze weather element, forecast the weather, briefings to the flying crew and allied non flying staff to enable safe landing, cross check and analyze with brief given to correct self and for future better briefs. Record and preserve the analyzed data for research, attendance, leave management, manning 24 x 7, orientation and on job training for new recruits and groom to the best professional and disciplined soldier, evaluate self and juniors at every possible track

**Experience On Job :** -----

Manager HR & Admin – **Nexa** – Since May 18 to Nov 18 – Report – MD, Manufacturer's concerned Managers  
Manager HR & Admin (Group HR & Admin) – **Ace Kudale Car Pvt Ltd**– Mar 15 to Apr 18– Report – MD CEO, Manufacturer's concerned Managers  
Asst Manager HR & Admin - Accurate **Engineering Co Pvt Ltd** - May 13 to Feb 14– Report- MD  
Personnel Officer - **Jost's Engineering Company Ltd**– Jan 11 to May 13– Report- Company President, HR Advisor  
Officer HR, Admin & Liaison - **Shreeniwas Vastu Rachana Pvt Ltd** - Dec 04 to Jan 11– Report- MDs  
Junior Warrant Officer - **Indian Air Force** - Oct 84-Oct 04– Report- Section In charge / Section Commander

**Education:** -----

**\*B Com** in Commerce - Pune University - 1992      **\*Diploma in Co Op & Accounts (GDCA)** - Govt of Maharashtra, CO OP. Dept - 2009      **JWO Management Course** in Management, Office administration, Air Force Act, State Laws & Rules- Madras, Belgaum - 2000      **D Met O Course** in Meteorological - Indian Air Force - Madras, Belgaum, Delhi - 2002

**Military Service:** -----

Indian Air Force – Meteorology Branch - Junior Warrant Officer - October 1984 to October 2004

**Personal Detail:** -----

Born on 05 September 1965      Staying at 24, RK Dreamland, Road No 13-D, Vidyanagar, Pune, Maharashtra 411032

*Practical experience and thrust to learn and adopt new ideas, process is as important as formal education.*

Date :-

(Umesh M Kulkarni )