

Umesh Bhakare.

MBA - HR

PERSONAL DETAILS

Date of Birth	25 th October 1985
Permanent Address	Prasad Bldg.- 75, Room No. 303, Datar Colony, Bhandup (E). Mumbai — 400 042.
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Phone No	+91 9867613866
Marital Status	Married

Kanakia / Cineline Movie Max - From October 2022 till June 2023.

Designation : Manager HR

Job Description: Manage the complete Employee Lifecycle.

(Mumbai, Maharashtra, Punjab, Rajasthan , Telangana & Uttar Pradesh)

- *Manpower Planning CP vs Actual & Control Sales Attritions*
- *Engage by travelling and meeting teams at sites in designated meetings.*
- *Monitoring Pan India Attendance and leave.*
- *Keep tab of all the changes in the labour law compliances and related intervention from payroll perspective*
- *HRMS system update attributes , master data base upload managing the HRMS system.*
- *Annual Appraisal process in terms of generation of increment letter , Updation of master data CTC break up.*
- *Managing On boarding of new employees in line with process.*
- *Managing and sharing data with another department as required .*
- *Ensuring the salary accounts are opened on time.*
- *Handling the disciplinary cases along with other stakeholders.*

Big Basket A Tata Enterprise - From January 2022 till July 2022

Designation : Assistant Manager HR

B2B Warehouse (Mumbai , Nashik & Gwalior)

Job Description:

Manage the complete Employee Lifecycle — Onboarding, Attendance, Salary, Leave, Benefits, Compliances and Exits.

- Overall Culture of the region and Grievance Redressal Mechanism
- Manpower Planning CP vs Actual & Control Sales Attrition
- Education on POSH, CoC, Culture & Values
- Sales Incentive program implementation and keeping a check on its effectiveness.
- Engage by travelling and meeting Sales/DC teams in designated meetings.
- Conduct periodic one-on-ones with key stakeholders to understand concerns, challenges, and expectations.
- Plan and execute employee engagement activities like team connects with leadership, R&Rs
- Managing Employee grievances and their timely resolutions
- Collaborate with business to evaluate and analyze talent performance and potential.
- Collaborate with the Regional Training team to drive L&D Initiatives.
- Diversity & Inclusion

Metro Cash and Carry Pvt Ltd. - From November 2019 till November 2021

Designation : Department Manager HR

Job Description:

Employee Lifecycle Management (Attendance, Leave, SAP (SOFTWARE)):

- Looking after Daily Attendance, Leave Records, L.T.A., Medical reimbursements.
 - Maintaining employee HRMS Database, MIS of attrition, Org Structure, employee Cost budget report, staff shifts wise deployment & attendance, OT analysis report etc.

Payroll:

- Handling end to end Payroll of all the Employees (350+ employees).
- Responsible for conducting exit interview, handling employee grievances, & full and final settlement

Compliances:

Handling and management of records of all Returns applicable to office under — PF, ESIC, Gratuity & Shops & Establishment Act; and other relevant Labour Law legislations

Process of ABIBL (Aditya Birla Insurance Brokers Limited)

Designation : Executive – HR

New Joiner & On boarding Formalities

- 1. Creating of position code for the management cadre in the Poornata Taleo System.*
- 2. Follow-up with the client for pending details.*
- 3. Updating the manpower dash board for on role & off role employee.*
- 4. Prepare the new joiners MIS on a weekly basis.*
- 5. Keeping track on average taken for the EMP code creations.*
- 6. Coordination with HDFC Bank opening salary account for new joiners.*

Stipend Process:

- 1. Processing salary for the off-role employees on monthly basis.*
- 2. Sharing the attendance reports & inputs to the vendor (IKYA Quess Corp)*
- 3. After receiving the salary register just cross verify whether all the inputs had been considered or not.*
- 4. Sending the salary register for the approval to the Head HR.*

Exit Process:

- 1. Pull out the exit due clearance report check whether the relevant details has been captured.*
- 2. Record all exits deviation & sending the inputs to payroll on a weekly basis for the FFS sheet.*
- 3. Confirmation on notice period from the Head HR.*
- 4. Prepare attritions report as per MOM, Job Band wise & Quarterly wise.*
- 5. Sharing the FFS sheet & JV along with the approval of Head HR for the FFS payment cases to accounts*
- 6. Dispatching the relieving & experience letter to the employee residential address.*
- 7. Gratuity cases have been shared to the Head - HR to seek approvals.*

Statutory Process:

- 1. Coordinating with Aparajitha Corporate Services for the PT Challans.*
- 2. Coordinating with LKN Consultants for the PF Challans.*
- 3. Sharing the challans & report to the Head HR for the approvals.*
- 4. Remittance of PF & PT challans before the due dates.*
- 5. Submission of form 19, 10-C & 13 G to LKN consultants*
- 6. Sharing the acknowledgment copy to the personal id of the employees as a proof of form submitted to the PF office for further process*
- 7. Maintaining all the acknowledgment copy of PF & PT require audit purpose*

OsourceIndia Pvt. Ltd. -Mumbai-FromAugust2009 – June2010&FromMarch2015to August 2015.

Process of ABFSG (Aditya Birla Financial Service Group)

Designation : Executive – HR

Exit Process:

1. Prepare the Attritions Dashboard for ABFSG group on a monthly basis & sharing it to the top managements.
2. Keeping track on Absconding, Pull Back & Resignation notification pending with L1 & L2 cases sharing it on alternate days to the respective RHR's.
3. Confirmation on notice period to the concerned person.
4. Follow-up for the recovery cases by sending the recovery letters to the employees corresponding address, amount received shared with the accounts department.
5. Project Closure on PF Transfer Activity Off role cases AMC unit 88nos".
6. Poornata updations for all the exits employees.
7. Prepare relieving and service certificates for all ABFSG exits.
8. The average TAT of Pf activity has been moved from 7.48 to 4.23 days.
9. Track on Salary Hold cases MOM. Inputs shared with payroll.
10. Prepare attritions report as per MOM, Job Band wise & Quarterly wise.

Catalyst Corporate Services Pvt. Ltd. - Mumbai - From December 2011 – March 2015. Process of BSLI (Birla Sun life Insurance)

Designation : Zonal HR Support

SPOC for West zone – Handling HR – Operations for 99 branches

New Joiner & On boarding Formalities

1. Check the new joiner's kit and update the New Joiners Tracker with the relevant details.
2. Creating of position code for the management cadre in the Poornata System.
3. Updating the manpower dash board for West I & West II Zone on a daily basis.
4. Follow-up with the one of our client People Strong Team for pending documents in the event of non-completion of kit on TAT 24 hrs.
5. Prepare Offer Letter for the TPD & Direct Marketing Functions.
6. Prepare the Appointment Letter & facilitate the issuance on Emp. Code within 24 hrs. from submission of kit.

Exit Process:

1. Check clearance forms to ensure all clearances are obtained from concerned Departments.
2. Follow-up with the client for pending details.
3. Also ensure all leave for the exiting employee is approved.
4. Calculate Leave balances & Notice Pay recovery.
5. Update the Tracker to capture settlement data i.e. NP recoveries leave encashment etc.
6. Record all exits, deviations, payroll inputs on a monthly basis.
7. Prepare relieving and service certificates for all exits.

Miscellaneous

1. Sharing the recruitment DFS trend analysis MOM.
2. Keeping track on average taken for the EMP code creations.
3. Prepare attrition report as per the vintage wise DSF FLS.
4. Prepare the Business report like LTIP & Sales Progression and sharing with the respective RHRs.
5. Flashing the Manpower Dashboard as per the region wise.
6. Prepare trend on Recruitment as per EMP prefix and age criteria wise.
7. Driving the contest of Mission 7000 on Manning %, our Zone got qualified with three Rhr's.
8. Maintaining records of rehire cases with the approvals of Head - HR.
9. Manning Penetrations as per the RM & ARM wise
10. Sending mailers to the vendors to pump up for more Cv inflow & to pushing up the candidates to attempt for the PITest
11. Following with Accenture team to share the reports on PI cases.
12. Updating the details of New Reporting Manager in HRMS & BSLI Approval Matrix.
13. Prepare all EOD Reports, sharing with Process Head.

14. Drive the catalyst employee referral program for the zone with the support of RHR's.
15. Follow up with the Hr. program management team for the vendor agreement & payments.

Sohum BPO Pvt. Ltd. - Mumbai - From February 2008 – August 2009

Process of BSLI (Birla Sun life Insurance)

Designation : HR - Executive

SPOC for East zone – Handling HR – Operations for 143 branches from Corporate Office

New Joiner & on boarding Formalities

1. Prepare Offer Letters.
2. Prepare the new joiners MIS on a weekly basis.
3. Check the new joiner's kit and update the New Joiners Tracker with the relevant details.
4. Follow-up with employees for pending documents in the event of non-completion of kit 30 days from DOJ.
5. Prepare the Appointment Letter & facilitate the issuance on E Code & Email ID within 24 hrs from submission of kit.
6. Track Medclaim / Bank A/c Opening Form/ PF for all new joiners (East) and ensure timely dispatch to Admin / A/cs.
7. Process referral payment as per policy.

Confirmation Process:

1. Extract the Confirmation Report for employees on a monthly basis.
2. Prepare & Dispatch AFCF to respective locations with a minimum of 10 days' notice.
3. Prepare the Confirmation letter & status change in payroll.
4. Follow-up with the branches in case of non-receipt of AFCF.

FFS Process:

1. Check clearance forms to ensure all clearances are obtained from concerned Departments. Also ensure all leave for the exiting employee is approved.
2. Calculate Leave balances & Notice Pay recovery.
3. Settle Gratuity/Superannuation Withdrawal (as the case maybe), record all retrial settlements.
4. Update the Tracker to capture settlement data i.e. NP recoveries leave encashment, etc.
5. Check the Settlement calculations for EMP Data, Leave Encashment & Notice recovery by payroll prior to approval for payment.
6. Prepare relieving and service certificates for all exits.

Letter Preparation:

Prepare Bonafide, Base Line Increment, Salary Changes, and Consultant Agreement & Transfer Letter within 24 hours from receipt of request

Leave Process:

1. Clear all leave applications on a weekly basis.
2. Assist in making necessary changes in the Leave Matrix.

Miscellaneous

1. Process marriage gift voucher & change the status in the Payroll System.
2. Process OYCS & other salary changes like Sodexo coupons.
3. Vendor Payments - Provide the billing cost to the vendor - Calculate and check all invoices raised for new hires - Raise the invoice for approval in the system - Send the approved bill to A/c for payment processing.

EDUCATIONAL QUALIFICATION

YEAR	EDUCATION	INSTITUTE	BOARD/ UNIV.	RESULT
2010	MBA(HR)	GNIMS Khalsa College, Matunga	Mumbai University	II Class
2006	B. Com.	Ramanand Arya DAV College, Bhandup	Mumbai University	II Class
2003	H.S.C.	Ramanand Arya DAV College, Bhandup	Mumbai University	II Class
2001	S.S.C.	St.Francis Xavier High School, Kanjurmarg.	Mumbai University	II Class

COMPUTER PROFICIENCY

Application Software : Certificate Course in Computer Operations and Applications, Ms- Office.'

ADDITIONAL INFORMATION

Languages Known : English, Hindi & Marathi. **Interest** :
 Foot Ball, Basketball & Cricket
Passport No : N4428593
Date of Issue : 05-11-2015
Date of Expiry : 04-11-2025
Reference : Will be furnished on demand

Umesh Bhakare
 Mumbai

