

CURRICULAM VITAE

DASHRATH LAXMAN MOTE

Cell No : 8530113112

Location : Wagholi, Pune

E-Mail: dashrathmote782000@gmail.com

CAREER OBJECTIVE

To work with a feel growing and core industry where I can learn apply knowledge and skills and develop myself as well as company.

EXPERIENCE

❖ **Valeo India Private Limited. Lonikand, Pune**

❖ **HR/IR Management Trainee (April 2024 to Present)**

- Ensure Statutory compliance.
- New joinees registration under PF, ESI, PT and LWF & Monthly Challan PF, PT ESIC.
- ASCENT Software Handling & Implementation support.
- Contractual labour management and ensure statutory compliance.
- Monthly Invoice checking and follow till the Payment.
- Providing support to Employees and ex-employees for PF withdrawals and claim settlement.
- Bonus and Gratuity calculation and follow up for the same strategic planning to adhere of compliance.
- Maintaining register as per compliance.
- Prepare show cause notice.
- Handling CSR Activities.

❖ **Thermax Babcock & Wilcox Energy Solutions Pvt. Ltd Shirwal .**

❖ **HR Executive (Oct-2023 to April-2024)**

- Employee Life Cycle Management
- Administration
- HR MIS
- Attendance and Payroll Management
- Statutory Compliances
- Compensation and wage structure
- Compliance Audit
- Employee Engagement
- Vendor Development

❖ **Williams Control India Pvt. Ltd. Bhosari .**

❖ **HR Trainee (Oct 2022 – Apr 2023)**

- Understanding the administration work of HR.
- Understanding the process of time keeping, wage & salary administration, accident & canteen administration etc.
- Recruitment & Selection – Handling end to end cycle.
- Involvement in Training.
- Gratuity Calculations.
- Bonus calculations.
- Actively participated in employee engagement activity.

❖ **ACHIEVEMENTS & PARTICIPATIONS**

- Stood 2nd in HR Olympiad organized by Vibrant HR Association.

❖ **ACADEMIC PROFILE**

Examination / Degree	University	Year of Passing	Percentage
DLL & LW	SPPU Pune	2023-24	60%
MSW-HRM	SPPU Pune	2021-23	61%
B.Com	SPPU Pune	2018-21	76%

❖ **OTHER QUALIFICATION**

- Advance Excel
- MS-Office

❖ **INTERESTED AREA**

- Legal Compliances
- Attendance & Leave Calculations
- Payroll
- Welfare, Health, Safety
- As a professional I want to growth in Industrial Relations

❖ **PERSONAL DETAILS**

Name : DASHRATH LAXMAN MOTE

Date of birth : 7 August 2000

Gender : Male

Marital status : Single

Language : Hindi, Marathi, English

Permanent address : A/p – Malegaon Bk Tal- Baramati, Dist- Pune, Maharashtra

I hereby declare that above furnished details are correct and true to the best of my knowledge and belief.

Thank You

(Dashrath Mote)