

# LAXMAN WAMANRAO KADAM

## CONTACT

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POST. Waluj

## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## EXPERIENCE

HR professional with 3 Months of experience in handling Plant HR activities, employee engagement, L&D, security management systems, employee induction blue and white collars, compensation management & general administrations

### Employment:

Presently works as HR Generalist with Rucha Engineers Pvt Ltd. - Gujarat, Ahmadabad, TATA Vendor Park, Sanand, Plant-II. since June 2024 total manpower strength 300+ for two plants

- Responsible for 300+ Employees & Blue-collar staff Time-office. Manpower handling as per changing requirements. Daily Labour Cost, Monthly Labour Bills. Plant Safety adherence. Recruitment: - End-to-end cycle, induction, and post-joining necessities.

General Administration: - Robust security management systems & overall discipline management, taking care of employee transport, canteen/cafeteria arrangements, and contract labour flow. Employee welfare & engagement activities, festival celebrations, & sports events, plant hygiene. Monthly Housekeeping and security audit.

T&D: - Compilation of training needs and designing the monthly training calendar schedule training programs. Maintained training records & evaluated training effectiveness & updated Skill Matrix. Diligently documented Training records for yearly Audit.

- Employee communication, Arranging letters e.g. probation, confirmation, service certificates, and other certificates.
- Monthly Payroll process for Blue Collar and time office of Blue Collar.

EDUCATION

- 2008

- SSC

Chh. Sambhaji vidyalaya Ranjangaon

62.76%
- 2010

- HSC

Deogiri College CHH.Sambhajinagar

60.50%
- 2014

- BA

Deogiri College CHH.Sambhajinagar

68.76%
- 2024

- MBA ( HR )

DIEMS Chh. Sambhajinagar

70.04%
- 2024

- D.L.L

MP Law college

Appear

SKILLS

- Conflict Resolution -

Communication Skills - Employee

Engagement - HR Policies and

Compliance - Team Collaboration -

Problem Solving

80%

PROJECTS

- Study on consumer behaviour towards the UPI payment App
- Survey Based Projects
- Community service Projects
- How NGO helping to society and their Role in the society after covid 19.

INTERESTS

- Employee Relations,HRBP

LANGUAGES

- English
- Marathi
- Hindi

## PERSONAL DETAILS

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- ♦ Marital Status : Unmarried
- ♦ Nationality : Indian
- ♦ Religion : Hindu
- ♦ Gender : Male

## TECHNICAL SKILLS

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- ♦ .Advance Excel, MS - Office, Reconciliation, SAP S4 HANA Software.

## INTERNSHIP

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- ♦ Organisations :  
Ipca laboratories Ltd  
26 July to Oct 26  
Title : Recruitment and selection In Organisation

## CO CURRICULUM ACTIVITIES

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- ♦ Extera Curriculum Activities Participants in G20 Clean in Chh. Sambhajinagar

## CERTIFICATE

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- ♦ Linkedin  
.Time Management  
.Payroll management  
.HRIS  
. Advance Excel

## INDUSTRIAL VISIT

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- ♦ Went to industrial Visit PepsiCo India holding Ltd. Paithan

## DECLARATION

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- ♦ I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief. Supporting documents shall be available on request.