

JAHIR IBRAHIM KHAN

DY MANAGER HR

PHONE | (+91) 9623119200
EMAIL | khanjahir_2007@rediffmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 16 Years 0 Month

Key Skills

- Employee Relations
- Factory Act
- Contract Labour Management
- Payroll Software
- Training And Development
- Skill Matrix
- Performance Management System
- Recruitment

Languages

- English
- Hindi
- Marathi
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- Hindi
- Marathi

Profile Summary

Responsible for Compliance Audit, ESIC, PF, PT, MLWF, Contract Labour Act, Factory Act, Labour Officer Inspection, Cost sheet of Contractual employees, General Admin. training and development, Appraisal, Health and safety, HRP and OPEX audit etc.

Work Experience

Dy Manager HR

Aparajitha Corporate Services Pvt Ltd
02/2023 - Present

Factory Compliance, Employee Relation, Contract labour Management, Payroll, safety and Operation Audit, training and Development, Performance Appraisal, Recruitment etc.

SENIOR EXECUTIVE HR

SECURITAS INDIA PVT LTD
08/2010 - 02/2018

Statutory compliance, including PF, ESIC, PT, Minimum wages, payment of wage, payment of gratuity, Payment of bonus, Contract labour Act, payroll, employees grievances, general administration. etc

Education

MBA/PGDM - HR/Industrial Relations
2007

Pune University

Grade - 56%

B.Sc - Botany

2005

Pune University

Grade - 74.88%

12th

2001

Maharashtra , Marathi

Grade - 45-49.9%

10th

1999

Maharashtra , Marathi

Grade - 55-59.9%