

SAGAR DALVI

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Regional-HR & Admin

HR-Administration/Contract Labour Management/IR/Infrastructural Management

- ✚ A dynamic candidate highly focused with comprehensive knowledge and understanding of various sectors such as Human Resources, Administration, Facilities Management, Infrastructure Development and Vendor Management.
- ✚ Resourceful in facility management entailing new unit setups, security, transport and liaison with State / Central Government bodies for various matters.
- ✚ Expertise in maintenance of facilities viz. Housekeeping, Energy Management, Office equipment's, Cafeteria, Fire Fighting Equipment's, Travel Desk, Space Management, Event Management.
- ✚ An effective communicator with excellent relationship building and interpersonal skills. Strong analytical, problem solving and organizational abilities.
- ✚ Easy going by nature and able to get along with both work colleagues and senior managers.

EMPLOYMENT CHRONICLE

- Currently working with V-Xpress (A Div. of V-Trans (India) Ltd) as an Regional HR & Admin - Pune & Goa Region
- From 1st April 2021 to 28th Feb 2023 worked with Radiant Guard Services Pvt. Ltd. As a Sr. HR Executive.
- From 3rd of September 2019 to 14th June 2020 worked with G4S as a Branch HR Support.
- Since 1st June 2016 to 31st August 2019 worked with Aparajitha Corporate Services as Legal Compliance HR Executive.
- June to 15th August 2017 HR Generalist Program Training.

Key Result Area:

General HR Activities:

- Screening the candidates by resume shortlisting, phone interview and personal interviews with coordination with the concerned departments & background verification of the shortlisted candidates.
- Issuing Letter of Offer/Intent/Employment to the selected candidates.
- Maintain employees' leaves, medical and attendance record. Keeping track of employees' attendance / absenteeism and report to Operations Manager.
- Review, update and maintain proper filing such as employees' medical insurance policies.
- Exit formalities Full & Final settlements, Bonus, Gratuity, etc.
- Responsible for timely and accurate processing of multi-state, bi-weekly Payroll for approximately 3000+ exempt, non-exempt and commission employees.
- Conduct orientation program and briefing to new employee.
- Setting up / Update / Forward email addresses for new employees and resigned employees.
- Attending / Understanding employee's grievances in their work engagement level and implement corrective measures for them.
- Conduct exit interviews to identify reasons for employee's termination.
- Planning of company events or activities on occasions by management's approval
- Organizing training sessions or trainings for employees ensuring they are fully equipped to be able to perform their duties.

Administration:

- Ensuring optimum and effective utilization of funds in providing congenial work environment and basic amenities in the work premises.
- Coordinating with vendors for the procurement of necessary items for the office & ensuring optimum inventory levels of various consumables & non-consumable services.
- Handling logistics, fleet and transport operations.
- Liaising with regulatory bodies for obtaining necessary approvals.
- Managing 24-hour physical security across the plant campus through reputed security company & fire fighting equipment's.

Facilities Management:

- Utility.
- Maintenance & Engineering.
- Vendor Management.
- Space planning & Headcount Management.
- Coordinating with external agencies for negotiating & executing AMC's for maintenance of office infrastructure.

Infrastructure Development and Maintenance:

- Expanding office infrastructure, entailing selection of vendors, awarding the contract to the Real Estate Consultant Firm.
- Synchronization with the Project Team in identifying the space, developing the infrastructure with respect to civil & interior work and ensuring smooth operations.
- Organized effective management of incubation space.

Legal & Statutory Compliances:

- Contract Labour Management.
- Maintaining employee relations through grievance handling process, proactive approach to disciplinary counseling.
- Implementation of disciplinary norms and standards for promotion of rules and regulations.
- Adhere to various labour regulations / statutes in the administration.
- Maintain all kind of registers as per government norms.
- Meeting all deadlines for filling of PF, ESIC, PT, etc.

Man Management:

- Understanding and executing staffing requisition, requirements and issues from all departments.
- Recruitment of manpower as per the requisition provided by various departments.
- Directing, leading and motivating workforce; imparting continuous on job training for accomplishing greater operational efficiency.
- Resolving interpersonal issues & working towards a harmonious work atmosphere.
- Complete co-ordination between front end operations and accounting for e-waybills, generating and modification of Invoices, etc.

PROFESSIONAL SKILLS

- Very strong man management skills.
- Love to work in deadline of time.
- Computer proficiency.
- Result oriented & sound market knowledge and presence too.

EDUCATION

- **MBA** from Welingkar Institute, Mumbai, (Oct.2017 to Sep.2019).
- **BBA** from SSDAE'S College of Arts & DES SST College of Commerce & Science, Mumbai in 2016.
- **H.S.C.** from SSDAE'S College of Arts & DES SST College of Commerce & Science, Mumbai in 2013.
- **S.S.C** from Muktangan English Medium High School, Pune in 2010.

PERSONAL DOSSIER

- **Date of Birth:** 25th September 1992
- **Address:** 78, Laxmi Narayan Appt. Near Bank of Maharashtra, Parvati. Pune-411009.
- **Languages:** English, Hindi, Marathi.