

SACHIN VAIDYA

HR OFFICER

PHONE | (+91) 7276886511
EMAIL | sachinvaidya.np@gmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 10 Years 0 Month

Key Skills

- Payroll Management
- Statutory Compliance
- Induction Program
- HR Generalist Activities
- Administration
- Industrial Relations
- Labour Welfare
- Recruitment
- Leave Management
- Time Office Management
- Contract Labour Management

Certification

- MS-CIT Certificat Course

Languages

- English
- Marathi
- Hindi

Profile Summary

Time office management , payroll processing , Recruitment activity , Statutory compliance with various acts , Manpower handling , Leave management, contact Labour management, office administration, employees welfare activities, Employees performance appraisal

Work Experience

HR Officer

EMEPL

01/2011 - 03/2022

payroll processing, attendance management, Leave management, factory licence, Liaisoning with government department, housekeeping, safety management, facility management - telephone, cellphone, computer etc, travel booking, Statutory Compliance under various Acts, full and final settlement of departing staff, employees welfare activities, performance appraisal, employees engagement , initiation of disciplinary action, transfer of employees , Provided fund & ESIC, LWF, and others compliance , Administration of Library, Handling and maintenance of personal files of staff, Management of security services Successful handled PF & ESIC Related matters PT related works, Recruitment & selection - by process of Company policy, Manpower Planning, - in requirement of various Dept .

Education

Diploma in Labour Law - other
2015

Manikchand Pahade Law College, Aurangabad

Grade - 60%

MBA/PGDM - HR/Industrial Relations

2010

Dr BAM University Department of Management
Science

Grade - 70%

B.A - English

2010

Dr BABASAHEB AMBEDKAR MARATHWADA
UNIVERSITY

Grade - 50%

12th

2004

Maharashtra , Marathi

Grade - 65-69.9%

10th

2002

Maharashtra , Marathi

Grade - 55-59.9%