

RESUME

Mr. PRAKASH ANNARAO GAIKWAD. (MSW-HRM)

Email ID: prakash.gaikwad97@gmail.com

Cell No. +91 9579930001, +91 9096909377

Career Objective

To build my carrier in the field of Human Resource Management with a progressive and development oriented organization where I could use best of my abilities and skill for development of organization and it would result in my personal development and enrichment of my knowledge base.

Work Experience

A dynamic professional with over 4 years of extensive experience in HRM broadly People Payroll Management, Recruitment, Compensation, Training & Development, Contract Labour Management, and General Administration.

Presently working with

**1) Company Name :- Precision Camshafts Limited, D-5, MIDC Chincholi, Solapur As
HR & Admin from Mar 2023 to till date**

About Precision

Precision Group is at the forefront of the automotive components business. PCL is one of the largest camshaft manufacturers in the world, manufacturing all types of camshafts under one roof. Group of over 2500 employees.

Salary & Compensation management:

- Handling of Ascent Payroll System.
- Payroll processing and attendance inputs.
- Prepare HR reports, Overtime & late coming reports, Absenteeism Reports.
- Supervising and managing employee payroll.
- Maintaining and tracking the attendance of the employees both manual and biometric.
- Constantly monitor any variance between the budgeted and actual salaries and headcount.
- Accountable for the successful implementation of Payroll and Time Management.
- Ensuring adherence to the payroll calendar timelines for payroll output.
- Preparing Final settlements, Gratuity, leave salary and all employee benefits.

- Coordinating the full cycle of the payroll matters with the payroll vendor to ensure that the payment made to employees is accurate and complies with the statutory requirements. Coordination with accounts team post payroll for pay-outs of salaries in time.
- Maintain Salary Data of employee
- Maintain Arrears of Employee
- Maintain Deduction data of employee.
- Maintain F&F (Full and Final Settlement)

HR ADMINISTRATION:

- Compilation & processing of attendance data in attendance system.
- Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- Induction Program.
- Tracking attendance, maintaining leave records, issue letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

Recruitment:

- Identification of various channels for sourcing and recruitment
- Preparing the Recruitment calendar with all the position & their target date of hiring.
- Managing End to end recruitment through Job sites, walk-ins, referrals, advertisement, out-station hiring & head hunting for senior profiles
- Placement of Apprentice Candidates.
- Maintain the resource database of the organization.
- Aggressive follow up with candidates and clients to ensure 100% joining of selected candidates.
- Employee Induction
- All Joining Formalities.

Legal Compliance:

- Maintain Statutory Compliances (P.F, ESI, LWF, ER-1 & Annual Form 27 etc.)
- Prepare all register regarding all Labour Law such as Accident Register, deduction register, Bonus register.
- Maintain All Employee Record & their Personal file etc.
- Maintain Muster roll (Form No- 16), Leave Register (Form No – 14)
- Return of statutory compliance

Training & Development

- Coordinating with the group heads for forecasting person wise training needs
- Releasing a Weekly training plan for technical, Health, Safety, Personality Development sessions and coordinating for the same.
- Taking feedback for effectiveness of training
- Prepare Training Analysis of all employees.
- Aware employee about training.

Organizational Development:

- Conduct Employee Satisfaction surveys and Employee Engagement Activities
- Respond to Employee and Management queries on Welfare policy
- Institute systems to promote harmonious employee relations and improve employee morale and motivation.

2) Company Name: - Laxmi Automobiles, Hero Two Wheeler Showroom

Designation: - Assistant HR,

Duration: - Jan 2021 to Mar 2023

Roles & Responsibilities:

❖ TIME OFFICE FUNCTION -

- Daily attendance reporting
- Muster Roll.
- Leave records
- Salary & Wages
- Absenteeism.
- Responsible for entire payroll
- Joining formalities.
- Full & final formalities.

1. IR-

- Maintenance of discipline.
- Misconduct.
- Grievances settlement
- Negotiation with union
- Handling domestic inquires

2. RETURNS & RECORDS -

❖ **Provident fund Act 1952**

1. Submitting the joining information form to PF office,
2. Monthly deductions of employee and employers share.

3. Providing and fill-up PF nomination form 2, withdrawal form 19 & 10C, transfer form 13, and various forms 5IF, 10D, 20 etc, interactions with employees, provide the necessary information about the above issue.
4. Submission of the forms in concern office, feedback from concern person.
5. Interactions with PF authority for monthly challans, Settlement of PF cases,
6. PF Inspections activities produce all necessary information & records whenever demanded Government authorities. Maintain records of inspection and files of all legal provisions.
7. Tracking PF cases, study of old and pending cases, solving the problems in the according to law and s per instructions of department head.

❖ **Employees State Insurance Corporation Act 1948**

- Form No.16 Accident Report from Employer
- Form No.72 Duplicate Identity Card
- Form No.37 Certificate of Re-employment, continuing employment.
- Form No.53 Application for change in particulars of IP regarding change of branch office Or Dispensary.
- Form No.15-B Change in family declaration.
- Form No.20 Maternity benefit certificate of pregnancy.
- Form No.28 Confirmation with employer of absentee.

❖ **The Factories Act 1948**

- Maintain registers i.e Muster Roll in Form No. 17 & 29,
- Leave Register in form No .20,
- Registers of Accidents in Form No. 30 etc
- Annual Returns in Form No 27.

❖ **Maternity Benefit Act 1961**

- Maintain registers in form No:10
- Yearly return in form No:5.

❖ **Maharashtra Labour welfare fund Act 1953**

- Periodical deductions of LWF as per legal provision.
- Submission of Cheque and details to the concern authorities,
- Maintaining records as per rules.
- Factory License renewal
- MPCB consent renewal

❖ **General Administration-**

- * Housekeeping * Guest house arrangements * Transportations * Telephone, MSEDCL, * Grampanchyat Office, * Police Station, * Talathi Office, *

❖ **Documentation:**

- Maintenance of up dated personal files.
- Ensuring safe custody and confidentiality of documents and personal files of employees especially those of management cadres.
- Updated bio -data sheets, trade-wise, category-wise and department –wise.

- Knowledge of ESI Procedure & PF settlement formalities.
- Filing various annual returns.

3) Company Name: - Worked at Kolhapur Wildlife Forest Department in Sahyadri Tiger Reserve, a post of Sociologist. (Since 7th July 2017 to 8th Jan 2021)

- Done Micro Plans of 14 Different villages In 3 District (Kolhapur, Satara, Ratnagiri)
- Worked in Fourteen village around Koyana Wilde life sanctuary and Chandoli National Park for implementation of the Policy.
- To developed farm and non-farm livelihood patterns and activity in selected village.
- Developed five year village plan for policy work. An arranged training as per villages requirement (Poultry, organic farming, tourism development, vermicompost, Given Training To VEDC Sachiv.)

LANGUAGES KNOWN:-

- English
- Hindi
- Marathi
- Kannada

EDUCATIONAL QUALIFICATION:-

- **Master of Social Work (M.S.W.):**- Walchand College of Arts, Science & Social work, Solapur.

Exam	Board / University	Grade
M.S.W. (HRM)	Solapur University	A
B.A.	Solapur University	B
H.S.C.	Pune Board	B
S.S.C.	Pune Board	B

COMPUTER KNOWLEDGE:-

- MS-CIT
- MS Office (Excel , Word)
- Knowledge of SAP – Software
- Statistical Package for the Social Sciences (SPSS)

PERSONAL INFORMATION

Date of Birth : 1st Aug. 1991
Nationality : Indian
Marital Status : Married
Religion : Hindu - Maratha
Father name : Annarao
Mother name : Shanta
ADDRESS : Block No. 30 Room No. 114, Kavita Nagar Police
Line, Raviwar Peth, Solapur, Pin: - 413005

DECLARATION:

I hereby declare that the above mentioned particulars are true to the best of my knowledge.

Date : 20/01/2025

Place : Solapur

PRAKASH ANNARAO GAIKWAD