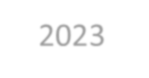


**Profile :HRGENERALIST**



*Resume:-humanresourcemanagement*2023

**Name :**Pravin jadhav

**mobile**

**currentAddress:**HanumanNager,Kehsavnagar,Mundhwa,Pune

**PROFESSIONALSUMMARY: -**

* Expertise in the areas of, Pan India Recruiting and Talent Acquisition, IT and Non-IT RecruitmentCampus Hiring. Skill Set Requirement, Volume Hiring, Mid & Senior Level Hiring Preparing Sourcing,Screening, Selecting**,** Hiring joining formality, Onboarding HR Discussion, Mentoring, Training &Development,Induction,TeamManagement, MIS,etc
* StrongKnowledgewithrespecttoJobPortalslikeLinkedIn,Naukri,Monster,Timejobs, etc.
* ExpertiseintheareasofEPF,ESIC, PT,MLWF, Bous, Gratuity, Maternity,LeaveManagement,
* MaintainingRecruitmentDataandDatabase.
* ProficientinRecruitingCandidatesfromEntryLeveltoMidandSeniorLevelandalsoprovenwithnicheskillsrequirements

**PROFESSIONALWORKEXPERIENCE**

# L.G.BALAKRISHNAN&BROSLIMITED

**DESIGNATION:- HRD OFFICER (OCT-2022 TOTILL)**

# companywebsite:-https://[www.lgb.co.in](http://www.lgb.co.in/)

* **BHAVANIINDUSTRYPVT. LTD. PUNE**

# DESIGNATION: -HREXECETIVE (SEP-2020 TOOCT-2022

**companywebsite:-htts://[www.bhavani.co.in](http://www.bhavani.co.in/)**

* **SRUJANFOODSPRIVATELIMITEDSOLAPUR.**

# DESIGNATION: -HRTRINEE (ONEYEAR)

## PersonnelManagement:-

**RolesandResponsibilities:-**

* HandlingEnd-to-EndRecruitmentactivities.
* SourcingprofilesfromJobboards&Portals.Schedulinginterviews,briefingcandidatesbeforeandafterinterviews.
* Shortlistingcandidatesaccordingtotheirskillsetandpresentingthemtothepanelforfurtherdiscussions.
* Takeofferapprovalsonctc andsharing the offers
* Interacting with Hiring Managers to get a better understanding of their requirements and feedback ontheschedules.
* Handlingthesalarynegotiation,documentation&BGVfortheshortlistedprofilesandclosingthepositionwithinthegiventimeline.
* OrganisingandCo-ordinatingWalk-indrives
* Followingupwithcandidatesandmanagingthecandidatepipeline.

*Resume:-humanresourcemanagement*2023

* CreatingandUpdatingJobDescriptionsonjobboards&portals.
* Generatingmaximumreferences througheverydaywalk-insandnetwork
* Maintainingtimelydocumentationofallconversationswiththecandidateswithinourinternaldatabase.
* ResponsibleforvendorManagement&contractemployee
* ExpertiseinVolumeHiring/CampusHiring/SkillSetHiring/Mid&SeniorLevelHiring.
* SettingupKRAsforeveryindividualandensurethatthey achievethesamewithinthegiventimeline.
* Mentoringeveryindividualforunderstandingtheirpros&consand motivatetheminachievingtheirtargets.
* **Joiningformality:-**Verificationdocument,offerletter,Appointmentletter,Inductiontraining,orientationorganization
* **Exitformality:-**NoDouform,Exitinterview,NOC,Fullandfinalsettlementoftheleftemployee,

Experienceletter,Relievingletter,

**Payrollskill**

* Handlingpayrollactivitieslikemaintainingallstatutoryrelatedwokslikeprofessionaltax,ESIC,andProvidentfund.Maintainingleaverecordsofallthe employee.
* Asperminimumwageact
* Salarybreakups,calculationOT,incentives,bonuses,etc.
* Fullandfinalsettlementoftheleftemployee
* Grievancehandling.

**Timeoffice**

* Daily employee Attendance update, New employee add punching and exit employee removepunching, Holiday master, Leave master management, shift master, overtime configuration,manpowerplanningfingerprintreadermaintenance

## Statutorycompliance:-

* PreparationofEPFchallan monthly,ESICchallanMonthly,LWFchallanhalfyearly,PTworking,andkeepingrecords related maintain
* PFsettlement, makingESICcardsforemployees.
* KYCupdation,UAN approval&creationbyregisteringnewemployee.
* Regularity with labour court, Labour Laws i.e. Contract Labour act, Factory Act, Bonus Act, Payment ofGratuty,EqualremunerationAct,paymentofgratuityact.Maternityact,Paymentofwages,minimumwagesact,and pollutioncontrolboard.

## Administration:-

* Canteen,Security,Housekeepingmanpower,facilitymanagement,transportation&hospitalitymanagement. Other miscellaneous administration of Mobile arrangement to new joiners, guest house &accommodationtoguest&newjoiners.
* Officemaintenance&stationarymanagement.

## Audit:-

* FacingauditIATF16949andISO13485
* Daily& monthlyworkrelatedtointernal& externalauditshandling.
* Documentmaintainingforauditstatutorycompliance,regardingpayrollandAttendance,safety,environment,HR policy,employeemaintaindata,traininganddevelopmentetc.

## MIS:-

*Resume:-humanresourcemanagement*2023

* Maintaining various formats of MIS for reporting. Maintaining database for the employees, keeping track ofoffersetc.

## Safety:-

* FireExtinguisher,Firehydrant,First-aid,PPE

## Policyformulation:-

* Carryingoutorganizationalanalysis,strengtheningdrivingforces&reducinginhibitingforces,employeeretentiontoincludepromotions&incrementpolicy,recruitment,training&development,performancemanagementsystem,reward&management,communityinvolvementinitiative,recentlydraftedcovid-19protocolconsideringMHAguideline.

## EmployeeRelation:-

* Handling grievances, solving issues and queries, sending birthday cards/e-mails, organizingeventsandparties.
* Confirmations,performanceappraisals,performancemanagement,leavemanagementsystem.

## EducationQualification:-

* MSW&HRMqualifiedintheyearFeb-2021 withfirstclassinfirstattempt
* B.Sc. qualifiedintheyearMar/Apr-2018withsecondclass infirst attempt
* XII.qualified intheyearFeb-2015withsecondclassinfirstattempt
* X.qualifiedintheyearMar-2013withfirstclass infirst attempt

## ITSkillandtechnique: -

* Excellent at 1) Odoo system, 2) Outlooking, 3) WPS Office, 4) ERP, 5) SAP, 6) Microsoftword,7)Certificateof MSCIT,

**Personaltraits:-**PositivethinkingHardworking etc.

**Myhobbies:-**Helpingneedperson,Music, sportActivity etc.

**Languagesknown:-**Marathi,Hindi,English,

## Personaldetails:-

Maritalstatus :-single

Sex :-male

Datetobirth :-May1998

**Declaration**:-

Iherebydeclarethattheinformationistruetothebeston myknowledge,Iherebydeclarethatthe above-mentioned information is correct up to my knowledge and I dear the responsibility andcorrectnessof theabove-mentionedparticulars.

Pravinjadhav Place: Pune

Date:-