

CURRICULUM-VITAE

HR, Admin, IR, ER

NAME:-RAVINDRA PRALHAD AMRAO

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DOB: -25-May1986

Interested location:-Aurangabad, Jalna

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Company Name:- Wockhardt Ltd Aurangabad Maharashtra

Designation:-HR Officer

Job Role:- Generalist profile

Date of Joining:-25-May-2020 To 10-June-2021. (Immediately join)

Location:- Aurangabad Maharashtra

Executive Skill Summary:-

Experience in various HR function which includes Recruitment & Selection, Joining formality Induction, Employee Relations,, Time Office Management, Employees engagement, Performance Management Payroll, Admin, Etc.

Job Roles & Responsibilities:

Recruitment & Selection:-

- Recruitment receiving the Manpower requisition by HOD& approved by Director.
- Sourcing CVs through, Naukri portal, indeed, LinkedIn, career portal, consultants, referrals& Pehachan scheme, etc.
- Conducting the first round interview on (Telephonic/direct/video call) then suitable candidates cv send to department head, etc.
- Schedule interview with HOD, through Zoom meeting / Teams meeting / or front to front.
- Coordinating with Candidates through mail as well as telecommunication for the Interview process.
- Taking Care of the Walk-in-interview, accommodate them with the fill up Bio-data information form Candidate.

Joining Formalities:-

- Verification Of all documents & check the previous references & previous employer all details.
- EX:-Salary Proof, Offer letters, appointment letters, relieving letters, experience letters, FNF details, Notice period buy, relocation reimbursement, Previous company NOC, etc.
- Provide joining form to new joining for filling as per HR policy. Pre-employment, new bank account Opening, check the driving license validity, Adhar card, Pan Card, salary proof, bank statement, salary slip of new Joiner. Maintain record documents of every employee. Issued offer letters, appointment letter, generate employee id &, mail id creation, etc.

Induction Process:-

- New joiner employees Provide all company information SOP & HR policy, admin policy, how many plants now active actual work & company facility, leave management, Mediclaim policy, LTA policy, payroll structure, canteen, transport, etc.
- Generate the new joiner employee code & arrange the induction process. Meet and greet to new joiner and introduce with the HOD, & all staffs.

Leave management

- Daily maintained Leaves in (SPECTRA SOFTWARE) maintained biometric punching record, leaves management (**muster/Excel Sheet**) track record employees Leaves. PL, CL, SL ML, etc

Payroll process:-

- Maintain employees attendances, biometric attendance & leave record, muster, payroll Time (15 to 15)
- Generate the salary in manual & Talent max software ,control abesenrisim, unwanted leaves, staff salary & contract employees salary
- EX:-PF, ESIC, PT, LTA, MARS, salary advance, Mediclaim, form no 16, generate, PF, ESIC challen, ,Talent max software etc.

Full & Final process:- F&F

- This process of Employee day of resignation to day of leaving the organization inbetween this process called FNF.
- Leave card calculation, Notice period serves (Short/full), Employee ID Block in the system. received sign Authority, Email id Block, No dues from clear, Advance loan clear, Debit Amount clear, Bonus calculation, gratuity calculation, exit Interview process, Re-submit ID Card, Laptop, issue relieving letter, experience letter, etc.

Legal compliances:-

- Maintain & fill up provident fund (PF) challan , ESIC challan ,medicover payment ,working hours ,TDS, Bonus ,Gratuity ,etc.

Time Office Management:-

- Tracking daily attendances (biometric in spectra software) of employees, Tracking and controlling absenteeism.
- Maintain punching Data, track late coming on Biometrics punching data.
- Time keeping and attendance, compilation for salary process.
- Biometrics punching, Track punching record weekly & month bases, Check daily In & Out Register, check Late Coming Register, Daily gate pass Report,, Daily Key reports.

Admin Work:-

- Maintain Gate in & out register & visitor registers ,key register ,guest arrangement in guest house or hotel booking, etc
- Daily & weekly maintain housekeeping checklist, floor cleaning, office & washroom, outside area cleaning. Area by Housekeeping. Vendor management,
- Weekly & Monthly check all employee data & register **Ex:-Daily in & out register, visitor register, Gate pass record, inward & outward register, currier register.**

Employee's engagement activity:-

- Every month employee birthday celebration, ex: - Group cake cutting, some snack, refreshment, games, group activity, etc.
- Employee activity celebrates Ex:- women's day, rangoli, competition, traditional days, Outing, refreshment party, etc.

Company Name:- Provincial trucking Pvt Ltd Aurangabad (Bharat Benz trucking)

Designation:- Unite HR & Admin for Marathwada Location

Location:- Aurangabad Maharashtra

Date of Joining:-23-Jan-2019 To 20-May-2020. 1.year& 4 Month

previously I had handled:-Aurangabad, Beed, Jalgaon, Dhule, Nanded Branch's

Job Roles& Responsibilities:**Recruitment & Selection:-**

- Recruitment- Receiving the Manpower Requisition mail at HOD.
- Sourcing The CVs through, Consultants, referrals. Conducting the first round of Interview on (Telephonic/direct) & Naukri portal, indeed, shine, monster, Linkdin, etc.
- Coordinating with Candidates through mail as well as telecommunication for Interview process.
- Taking Care of the Walk-in-interview, accommodate them with the fill-up Bio-data information form Candidate

Joining-Formalities:-

- Verification Of the documents & check the previous references. & Salary Proof Previous company etc., Provide New Joining forms and filled as per HR policy.
- Pre-employment, Bank Account Opening, check the Driving license validity, Addhar card, Pan Card, salary proof, bank statement, salary slip of new Joiner.
- New joiner, record Maintain and-filling the documents of every employees. Issued offer letters, Appointment letters.

Induction Process:-

- New joiner employee Provide all company information SOP ,HR policy, admin policy & how many Branch now active Actual work & company facility company product. how many departments ,etc
- Generate the new joiner employee code branch wise. arrange induction with the head of the department to orient the new member about the various departments, people and roles. Provide company SOP to new Joiner.

Attendance & Leave Management:-

- Daily Attendance maintain on **Muster/ leave/maintain** personal files with all necessary Documents Timekeeping and attendance compilation for salary processing and redressed of employees. leave card update **PL,CL,SL,ML**,etc

Payroll process:-

- Attendance tracker by matrix Attendances muster payroll Time (01 to 30) Employees Leave management & maintain HR record .maintain PF, ESIC PT Bonus salary.

Time Office Management:-

- Tracking daily attendance (muster register) of employees, Tracking and controlling Absenteeism
- Maintain punching Data, track late coming on Biometrics punching data.

Full & Final process:- F&F

- This process of Employee day of resignation to day of leaving the organization inbetween this process

called FNF.

- Leave card calculation, Notice period serves (Short/full), Employee ID Block in the system. received sign Authority, Email id Block, No dues from clear, Advance loan clear, Debit Amount clear, Bonus calculation, gratuity calculation, exit Interview process, Re-submit ID Card, Laptop, issue reliving letter, experience letter, etc

Admin Work:-

- Biometrics punching record maintain, Track punching record weekly & month bases, Check daily in & out Register. Check Late Coming Register, Daily gate pass Report, Daily Keys.
- Maintain Register Technician & staff wise attendance report, daily & weekly check housekeeping checklist, floor cleaning, office clean, daily clean washroom, a daily clean company outside area by housekeeping.
- Local vendor management, Issue Company uniforms, ID card, safety shoes, visiting card, safety helmet, hand gloves, etc.
- Monthly branch visit, check all employees data, all register check monthly bases.

Training & Development:- (Basic, advance & expert Training)

- Add all employees' data in LMS software in Department wise those are needed for Training.
- Understand the training needs Identify internal trainers and development. Training calendar for each quarter.
- Schedule basic training for new joiner employee, & maintain a training calendar

Company Name:- Neel Auto Pvt Ltd (JBM Group) Manufacturing unites Aurangabad.

Designation:- HR Executive

Location:- Aurangabad Maharashtra

Date of joining:- 20-July-2017 to 15-dec-2018 1.5 Years

Reporting person:- HR Head MR Sanjay Bhise

Executive Skill Summary:-

- Experience of various HR function which includes Recruitment & Selection, Joining formality Induction, Employee Relations, Training & Development, Time Office Management, Employee Engagement, Performance Management Payroll, Admin, Labor contractor, Manage, Manpower Arrangement, shift wise Arrangement Etc

Job Roles & Responsibilities:-

- Responsible for handling, Time Office Management, Manpower Handling, Wages Administration & Full & Final Settlement, Recruitment, Employee Engagement, Housekeeping, labour contractor management, Manpower Arrangement shift wise,

Recruitment & Selection:-

- Recruitment- Receiving the Manpower Requisition Form from HOD. Sourcing The CVs through Portal, Sourcing Profiles through Networking, Consultants, referrals, Naukri.com, Preliminary Screening and Conducting the first round Interview (Telephonic/direct/mail)
- Coordinating with Candidates through mail as well as telecommunication for
- The interview process, Taking Care of the Walk-in-interview, accommodate them with Fill up Bio-
- Scheduling interviews & follow-ups, maintaining database-related recruitment
- Recruit Manpower skill, unskilled semi skill, high skill, Dept. wise, Requirement wise.

Joining Formalities:-

- Verification Of the documents Background & references. Salary Proof Previous etc.
- **Pre-employment** Medical Checkup, Bank Account Opening Of new Joiner & to create Official email ID
- Giving Joining Kit to a new joiner, Issuing ID Cards & visiting cards,
- Issuing offer letters, confirmation letters, & update information in a database, address proofs Appointment letter.

Induction Process:-

- Arranging for induction training of new joiner. Provide all company information SOP, History how many plants, Director name, Actual Production in a company, company target vs. Achievement To generate the new joiner employee code, category wise, As trainee, skill, unskilled,
- Semi skill, high skill, daily wages, contractor wise, NAPS Roll, Apprentice trainee, etc.
- Organize a meet with the head of the department to orient the new member about
- The various Departments, people and roles. Provide company SOP to New Joiner

Attendance & Leave Management:-

- Daily Attendance of staff, maintain the Muster/ leave cards/ personal files with all necessary documents Timekeeping and attendance compilation for salary processing and redressed of employees queries., consider By matrix present & Absent count daily bases

Payroll Process:-

- Attendance tracker by matrix + Security muster, payroll Time (26 to 25), skill-wise salary
- Contractor payment Bonus Gratuity, Mob Reimbursement, PF challen, ESIC challan, PT, TDS,FNF, Traveling Expenses, Transport (Bus) Agreement, canteen payout, HK payout,Maintenance payout, Security guards payout,

Training & Development:-

- Managers provide a list to the HR dept., Department wise those need to
- Training. Understand the training needs Identify internal trainers and develop a trainingcalendar for each quarter.
- Invite for training, by mail, SMS, Training Questioners then training feedback byemployee Motivation Training, product-wise training, SAP Training,

Employee Safety Training:-

- Note:- I have handled 4 months of health & safety Department Employee Safety training important in organization Ex-safety Shoes, Helmet, goggle, Musk, Hand gloves, Apron,head plug,etc

Time Office Management:-

- Tracking daily attendance (muster register) of employees, Tracking and controlling Absenteeism, Security gate in report contractor wise & Shift wise count, late come in Reports,
- By matrix punching (Star link software), miss punching report, OT Reports, Man days Reports.

Contractor & Shift management:-

- Daily (12) contractor handle, Shift wise manpower arrange, daily Manpower Requirementdept. wise shift management, Around 500 to 600 manpower Handel. Daily give present & Absent report OT report, Man days, pc-rate
- Daily give by matrix printout, daily check contractor Requirement format with dept. a signature, End of the month rise the Bill (PR) production Requisition, (PO) Production order.

Admin Work:-

- Check daily In & Out Register, check Late Coming Register, Daily gate pass Report, Daily Keys, Maintain Register, contractor wise Attendance Report, Daily check Housekeeping checklist, Floor cleaning, canteen cleaning, Around Machineryclean office clean, daily clean water cooler Area, weekly clean All Water tank, daily cleanwashroom, Weekly Grass cutting, a daily clean company outside area by Housekeeping supervisor. Check Aqua guard working or not, check water cooler clean or not .etc.

Full & Final (FNF) :-

- This process of Employee day of resignation to day of leaving the organization inbetween this process called FNF.
- Leave card calculation, Notice period serves (Short/full), Employee ID Block in the system.receive sign Authority, Email id Block, No dues from clear, Adv loan clear, Debit Amount clear, Bonus calculation, gratuity calculation, exit Interview process, Re-submit ID Card, Laptop, issue reliving letter,experience letter, Etc

Statutory compliances:- statutory compliances divided 5 parts

- Different type of Registers to be maintained:-
- Different types of Licenses should apply and Renewal time to time:-
- Different type of Act to be Follow:-
- Different Type of Notice to be display:-working Hours' Notice, Gov Act Updated notice, wages notice maternity benefit Act, Minimum wages Act, Payment & Bonus Act, Payment & Gratuity, PF, ESIC Update,
- Different type of Forms and Format needs to Documents:-

Company Name:- New universal Facility Services (Service Industry)**Designation:- HR Executive****Location:- Aurangabad Maharashtra****Date Of Joining:- 25-Apr-2016 to 20-Jun-201701 Years,02 Month****Reporting Person:- Mr Bipin Sir (Mumbai)****Job Description:-****Recruitment & Selection:-**

- Sourcing The CVs Through Portal, Sourcing Profiles through Networking, Consultants, referrals,Naukri.comPreliminaryScreeningandConductingthefirst-round Interview(Telephonic/ direct/mail)
- Taking Care of the Walk-in-interview, accommodate them with the fill-up Bio datainformation from the Candidate.

Joining-Formalities:-

- Verification of the documents, CV, Background & references. Salary Proof Previous etc.
- Pre-employment Bank Account Opening Of new Joiner.

Employee Engagement Activity:-

- Celebration/ In House Games/ HR Articles / Birthday Celebrations, etc.) With timelyadherence.

Separation Process: -FNF

- Initiating no dues form, getting clearance from all departments, Exit formalities completion for employees Issuing Relieving letter /Experience letter for Ex-employee and coordinating for exit Interview

Payroll process:-

Attendance tracker, Salary in Excel sheet, Incentive, Bonus, leave management, daily register maintained

Training & Development:-

- Arranging Training Program as per schedule, product training, Motivation movie,

Time Office Management:-

- Tracking daily attendance (muster register) of employees tracking and controlling Absenteeism, Leave Management, latecomers, etc.
- Employee joining reports, Attendance reports, monthly MIS, etc.

Management Institute Name:- SSIM HR Management Training Institute Aurangabad

Course Duration:-04 to 06 Month

Location:- Near MGM College Aurangabad

Teacher Name:- MR pre deep Gire Sir (Founder)

HR Interview Rounds:-

- Telephonic round, video Conference, HR rounds (Face to Face), HR Negotiable round, document written test Verification rounds, Department head round, plant Head round, etc

Recruitment process:-

- Internal & external, References, job specification, job description, job portal, Etc.

Selection Process:-

- Select the right candidates, Issue joining letter, offer letter, salary Description, issue Dept., job role, etc.

Training & Development:-

- Organization training, product training, Fair & Safety training, performance-based training, non-performer training, machinery training, develop Employee future training, Employees skill training

Payroll process:-

- Salary on Manual & Software, Overtime salary, IS Reports, Incentive, process, Attendance Bonus, Festivals bonus, Salary increment, Appraisal, Gifts cards & Voucher, Leaves management, Salary slip, FNF (Full & Final), Relieving letter, Experience letter, Exit interview letter

Legal compliance:-

- Different types Register, Different types of License,
- Different types Act, Different types Notice Abstract on display (Updated GR), Different types of Forms & format
- Different type of Acts:-
- Provident fund (PF) Act-1952, ESIC Act-1948 ,Leave management :- Maternity Leave Act-1961
- Bonus Act-1965 ,Gratuity Act-1972 ,Work & Compensation Act -1923 ,Child labor Act -1986
- Contract Act -
- 1970 ,Employee exchange Act -1959 ,Sexual Harassment Women At workplace Act -2003, minimum wages act -1948 , Employees dispute acts -1947, Factory act -1948

Employee Engagement:-

- Daily Employee Activity, Invite to motivation person, Motivational Training Arrangement, Motivation Movies show to employee, Birthday celebration, Marriage Anniversary

Company Name:- Concentrix service Pvt Ltd. MNC BPO Aurangabad

Designation:- MIS Executive

Location:- Naregaon Aurangabad

Date of Joining:- 27-Jan-2015 to 14-Apr-2016-01 Years,02 Months

MIS Job responsibility:-

- Data uploading Process in Excess, daily present Agent Seat Count, Presentation Reports, Client Requirement
- Reports, Daily EOD Reports, Attendances Tracker, MTD Report Leads & Revenues EOD,
- Agent Quality Reports, Attraction Report & Roster, IS & EOD Reports, Agent performance Report, daily MIS Reports .etc.

EDUCATIONAL QUALIFICATION. :

- **SSC.**Form Aurangabad board Maharashtra in year 19-June-2001 with 53.86%.
- **11th** Forms Milind college of Aurangabad Maharashtra 15-June-2002 with 60.00%
- **HSC.** Form Aurangabad Board Maharashtra in year 07-June-2005 with 54.33%
- **B.Sc.** from Dr Babasaheb Ambedkar Marathwada University in year 25-June-2008 with 60.00%marks
- **M.C.M. Master of Computer Management** from Dr Babasaheb Ambedkar Marathwada University Aurangabad. In Year-25-June-2014
- **MBA Passed in HR Human Resource Management** in Chate Business institute Collage from Dr Babasaheb Ambedkar Marathwada University in Year 25-Nov -2018 with 65.34%

Skill & Profile:-

- Language: Hindi, Marathi & English.
- Computer:-Excel knowledge,
- **C programming language**
- **C++ programming language./ CSS/ HTML/ Java script / software design /PHP/ Python/**
- **Currently I am doing Data science & Artificial intelligent courses.**

Thank you & regards

Ravindra Pralhad Amrao

Date/...../.....

