

Curriculum Vitae

Mr. Swapnil R. Badgujar

Soham Apartment, Flat No.503 Shivane,
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Mobile No. **+91-7801800285**

DOB – 31/05/1987

Resume Headline: **Total 04 years of experience as an HR Executive.**

Career objective: Seeking an opportunity to utilize and improve my skills and abilities in the organization, which offers security and professional growth while being resourceful, innovative and flexible.

Work Experience:

SP Industries Pvt Ltd – Pirangut

HR Executive

7-Jan-2021 to Present

- IITF (International Automotive Task Force)-ISO-2015
- MPCB (Maharashtra Population Control Board)
- Key result areas (KRAs)
- Key performance arrays (KPA's)
- Skill Matrix Report

Autotechnics Control Panel System Pvt Ltd-Bhosari

Sr. HR Executive

1-Jan-2020 to 27-Aug-2020

- Updating OT, Leaves and Attendance in Excel employee wise, Updating KYC data for PF in portal with checking all the related documents.
- Day to day Interaction with Employees related to HR processes and giving knowledge them about HR and company related norms. Plant Round and physical verification and reporting to Department Head.
- Maintaining positive work culture on day to day basis so that the employee should work efficiently and cooperatively. Also updating Contract worker's attendance in excel sheet.
- Updating Aadhar Card, Mobile number, Account Number, for all Tax and WK employees.
- Gang-way Plant Demarcation

Ganesh Industries – Pune

Sr. HR Executive

22-Dec-2018 to 26- Nov-2019

- Maintaining positive work culture on day to day basis so that the employee should work efficiently and cooperatively. Also updating Contract worker's attendance in excel sheet.
- IITF (International Automotive Task Force)-ISO-16949 –
 - Training and Development – Maintaining training attendance record, effective evaluation record, training need identification record
 - 5S – Sort, Set in Order, Shine, Standardize, Sustain (Seiri, Seiton, Seiso, Seiktsu and Shitsuke)
- MPCB (Maharashtra Population Control Board) -
 - A) Maintaining ETP, Zinc anodizing and Hazards report filing. B) Scrubber, water tank report.
- **Daily Reports –**
 - On daily basis providing attendance record to the Manager with updating in proper format of excel. Day and Night shifting employees report and efficiency-maintained report.
 - Housekeeping record check sheet report
- **Monthly Reports –**
 - Monthly Man-power report updating in excel and presenting it to CEO's meet on monthly basis.

- *Attrited employees report presenting to the CEO.*
- *MIS reporting preparing of all the employees as per Law of Factory Act.*

Supreme Reality - Pashan

Sales Executive

25- Jan to 12-Dec-2018

Bhilosa Industries Pvt Ltd

Jr HR Executive

25-June-2015 to 4-Dec-2017.

- *Monitoring Punch Machine and Gate Movement in the Shift time at the Gate.*
- *Prepare MIS Report. Updating Attendance in Attendance Sheet.*
- *Registered all new joining employees' RFID card in Punch Machine.*
- *Updating OT, Leave, in Attendance Sheet also.*
- *Daily Plant Round. Updating KYC data for PF*
- *Day to day Interaction with Employees.*
- *Plant Round and physical verification and reporting to Department Head.*
- *Maintain Discipline on day to day basis. Coordinate to all staff as an when required.*
- *Grievance Handling like as - attendance, leave, overtime.*
- *Daily Update all Text Plant Contract worker's attendance in excel sheet.*

Education and Training:

North Maharashtra University, Jalgaon

MGTSM's arts, science & Commerce College, Chopda

Bachelor of Commerce (B. Com) with 59.60%

Jun-2008 to Oct-2011

MGTSM's arts, science & Commerce College, Chopda

Higher secondary certificate (HSC) with 50.15%

Apr-2006 to Feb-2008

Pratap Vidya Mandir, Chopda

Secondary school certificate (SSC) with 49.7%

Feb-2005 to Mar-2006

Job-related skills: *Good in command on Microsoft Tools and especially Power point.*

Specialization: *Tally 9.2*

Pass-out 2008 and Good command on Oracle Finance.

Hobbies: *Table Tennis, Cricket, Reading*

Mother Tongue: *Marathi*

Other Languages: *Marathi, Hindi, English, Gujrathi*

Declaration: *I hereby declare that all the information provided above is true to the best of my knowledge and if proven wrong, I will be responsible for any further action taken against me.*

Yours faithfully,

(Mr. Swapnil Badgujar)