

**Name-** Nikunj Vinod Patadiya

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### **Career Objective**

Intent to build a career with the leading corporate sector with committed and dedicated people who will help me to explore myself fully and willing to work as a key player in challenging and creative environment along with handling responsibilities.

### **Professional Experience: 04 Years 08 Months**

#### **Major Achievements:**

- Successful implementation of cloud based HRMS system & new attendance system
- Development & successful implementation of compliance tracker
- Cleared different statutory audits (PF, Ptax & labour commissioner)
- UAN generation & KYC update of employees
- Proven record of cost saving (Recruitment, rate negotiation with vendors etc.)
- Written SOP for Recruitment, PF Withdrawal & Hotel booking
- HR Manual design
- Won Best CSR site for the year 2015

#### **Current Employer– Cranedge India Pvt. Ltd. (1 year 3 months)**

**Current Company Profile** - Cranedge is a professional service company dedicated to providing complete after-market services for EOT cranes of any make, hoists and related material handling systems. Cranedge offers complete maintenance services for Industrial and workshop cranes, Conventional power plant cranes, Gantry cranes, Nuclear power plant cranes, Metallurgical process cranes, Explosion-proof cranes.

**Current Designation:** - Assistant Manager HR & Admin

**Work Experience:** - From 17<sup>th</sup> Oct 2016 till now

#### **Duties and responsibilities:**

##### **1. Recruitment, Selection & On boarding process:**

- Prepare annual manpower plan, budget approval
- Preparation of JD and sourcing CV's from Different source and conduct preliminary interviews
- Formal offer, Negotiation & Joining formalities
- Post selection formalities
- Induction Program for new employees

##### **2. Payroll & Compensation:**

- Attendance & Leave Management
- Responsible for Payroll processing & timely salary disbursement

- Timely submission of statutory provisions to accounts team
- Salary revision by way of salary increments, promotions, transfer & employee retention
- Ensure that employees get their queries answered and solved on an individual basis

**3. Performance Management System:**

- Facilitation in fixing KRA & KPI with managers & employees
- Initiate, co-ordinate & close Half- Yearly & Annual performance review
- Calculate & release performance incentives as per employee's performance score

**4. Training & Development:**

- Identify training need of the employees
- Prepare annual training calendar
- Design training content and coordinate for external trainings
- Maintain training feedback data
- Measure Training effectiveness

**5. Employee Engagement:**

- Employee engagement planning, budgeting, get approval from Director
- Prepare annual engagement plan and approval
- Arrange team dinner, Team picnic (Yearly) & Sales meet (Quarterly)
- Birthday & Festival Celebration
- Conduct various competition between employees, departments & company
- Annual day celebration

**6. General Administration:**

- Hotel & Travel booking
- Assigning email id, laptop/ desktop to new employees
- Uniform distribution, ID card issuance, Bank account opening
- Enrolment in GPA, Mediclaim policy, Group Gratuity scheme
- Vendor development

**7. Statutory Compliance:**

- Monthly PF, ESI & PT payment
- Filing of Annual Returns
- Contract renewals
- Ensure that the contractor adhere to the applicable labour standards comply with statutory requirements

These responsibilities are not limitative and can be modified in order to reach the company's goals and objectives as well as personal performance.

**Previous Employer– Unipart Services India Pvt. Ltd. (03 Years & 5 months)**

**Previous Designation:** - HR Officer

**Key Achievements:**

- Won Best Innovation Month Launch Award
- SPOC for PF withdrawal & transfer activities of employees for Unipart India
- Maintained overtime under control during huge workload

**Area of operation:**

**1. Recruitment, Selection**

Prepared JD & JS. Conducted initial interview and closed the position  
Handled recruitment of Blue collar employee  
Coordination with consultant for candidate sourcing  
Induction training to new employees

**2. Payroll**

Provide attendance, overtime & deduction data to consultant  
Verify salary register received from consultant & approval for salary disbursement  
Attend employee queries related to salary  
Align salaries with the revised min. wage as per Minimum Wages Act 1948

**3. Employee Relations & Engagement**

Addressed employee concerns and issues in daily meeting  
Arrange birthday celebration on monthly basis  
Planning, budgeting, get approval from senior management & execution of CSR activity  
Conduct “Forum Meeting” and circulate the Minutes to senior management

**4. Statutory Compliance**

Update all Legal Documents as applicable Acts  
Attend all statutory audits  
Submitted statutory documents to TML for clearing gate entry of Unipart employees on monthly basis  
Display and update HR Board (it consists Abstract of Acts, statutory documents like PF-ESI-PT registration, S&E license, Insurance policies etc)  
Renew labour license on time

**5. General Administration**

Responsible for Canteen related activities & give approval for canteen bill payments  
Ensure availability stationaries & snacks all the time  
Initiate and close gift purchases, printing activity (visiting cards, banners, Letter head etc)  
Email ID generation

**6. Health & Safety**

Issue PPEs to employees & maintain the stock of PPEs  
Give basic safety training on joining  
Conduct mock drill on monthly basis & share the report with customer & senior management

**Computer Skills & Knowledge**

Job Portals: Naukri, Monster & LinkedIn

Payroll package: Paypac, Kloudq HCM

Software Known: MS Office, Video editing tools, Photo editing tools, DTP software.

Operating Systems: Windows 10, Windows 8, Windows 7, Windows XP

Explorer: Google Chrome, Mozilla Firefox, Internet Explorer

**Education Qualification**

Degree	Institute	University/Board	%
<b>MBA- HR</b>	Sinhgad institute of Management & Computer Application, Pune	Pune University	64
<b>BCA</b>	Indira College of Commerce & Science, Pune	Pune University	68.2
<b>HSC</b>	S. P. College, Pune	Maharashtra Board	51.33
<b>SSC</b>	R.C.M. Gujarati High School, Pune	Maharashtra Board	77.60

**Personal Details**

<b>Permanent Address</b>	Sr. No. 139/140, Rajaveer Palace, Phase- 1, Flat J-704, Pimple Saudagar, Pune- 411027.
<b>Date of Birth</b>	2 <sup>nd</sup> March 1989
<b>Marital status</b>	Married
<b>Languages known</b>	English, Hindi, Marathi, Gujarati
<b>Hobbies</b>	Making greeting card, Movie making, Video editing
<b>Strengths</b>	Listening skill, Creativity, Team Player, Time Management, Patience & Focussed

**Declaration**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned information.

Date:

Place: Pune

Nikunj Vinod Patadiya