

# Pavan A.C

## CARRIER OBJECTIVE

Dedicated HR & Administrative professional with over 7+ years of experience in educational and distillery sectors. Adept at workforce planning, legal compliance, and administrative systems. Seeking a challenging opportunity to contribute multidisciplinary skills to enhance organizational effectiveness and growth.

## POSITION

*Sr. Executive HR & Admin*

## TOTAL EXPERIENCE

**8 YEARS**

## PROFESSIONAL EXPERIENCE

**Karthik Agro Industries Pvt Ltd., Bagalkot**

*Senior Executive – HR & Admin*

**Aug 2023 – Present**

*Executive – Admin*

**Aug 2019 – Jul 2023**

- Led HR functions including recruitment, on boarding, and policy enforcement.
- Managed payroll, time & attendance, employee relations, and statutory compliance.
- Maintained regulatory registers and ensured timely legal filings and audits.
- Coordinated with government authorities, vendors, and internal stakeholders for seamless operations.

**Tejas International Residential School, Bagalkot**

*Administrator*

**Jun 2017 – Jul 2019**

- Managed administrative operations, facilities, and compliance.
- Coordinated statutory licensing, renewals, and school audits.
- Oversaw student and staff data, and supported HR needs within the academic environment.

## TECHNICAL & PERSONAL DETAILS

Pavan Chitragar  
Tankasali Galli 60<sup>th</sup> street, Killa  
Bagalkot 587101, Karnataka.  
India.  
Mob: **+91 7411227706**.

Father's Name: Arjun  
Date of Birth: 25-08-1990  
Marital Status: Married  
Religion: Hindu  
Expected Remuneration: As per company norms / Negotiable.  
Joining Time: 15 Days



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## LANGAUGES

- Kannada
- English
- Hindi
- Marathi

## ACADEMIC CHRONICLE

- **MBA in HRM.** Jain University Bangalore
- **MTECH in CS.** BEC, BAGALKOT
- **BE in IS.** BEC, BAGALKOT

## SKILL HIGHLIGHT

- ✓ HR Strategy and Operations
- ✓ Talent Acquisition and Recruitment
- ✓ Employee Engagement and Retention
- ✓ Compliance and Statutory Regulations
- ✓ Performance and Change Management
- ✓ Contract Labour and Vendor Management
- ✓ HR Analytics and Data-driven Decision-making
- ✓ Training and Development Initiatives
- ✓ Proficient in HR Management Software (MATRIX, HRMS, SARAL)
- ✓ Advanced Excel and HR Analytics Tools
- ✓ 5 S Implementation

## AWARDS & RECOGNITION

- **Star of the Month & Quarter – HR & Admin – KAIPL**

## OBJECTIVES

- ✓ To provide fair, efficient and quality service to add values to the organization's growth and progress.
- ✓ Ensure organization's activities run smoothly and efficiently to reach its goal.
- ✓ Respond to constantly changing needs of the organization and to fill up potentiality to the growth and development of the organization and work force.
- ✓ To bestow my service to the organization's development and accomplish its achievement.

## SPECIAL SKILLS

**By having more than 7+ years of experience in Educational and industrial field, I am able to bestow my services competitively in HR and Administrative areas as below:**

### **Human Resource Management**

- Recruitment, selection, and induction
- Policy drafting and implementation
- Training & development coordination
- Payroll, leave, and benefits administration
- Legal compliance: PF, ESI, PT, Gratuity, etc.
- Disciplinary procedures and grievance handling
- Employee file and statutory register maintenance

### **Administrative Management**

- License procurement & renewal (Factory, Labour, FSSAI, etc.)
- Liaison with government departments
- Health & safety policy enforcement
- MIS reporting, vendor and asset management
- Vehicle, housekeeping, and security supervision

## Declaration

I hereby declare that the above mentioned information is true as per my knowledge and I shall take liability of the above.

**Date:**

**Place:** Bagalkot

Yours faithfully,

**Pavan Chitragar**