

Balwan Laxman Jadhav

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Swapnlok Township Bld. No. 08 Ground Floor Flat No. G2 Nasarapur Tal – Bhor Dist Pune
412213

Objective

Seeking a challenging position in a growth oriented organization to contribute towards organizational success and help me reach higher echelons.

Synopsis

- *Over 10 years of work experience in Compensation & Benefits, Recruitment, Resourcing & Development, Training, Organizational Development, payroll, Compliance & Welfare in Manufacturing Sector. Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management; highly ethical, trustworthy and discreet*
- *Possessing valuable insights, keen analysis and team approach to implement best practices to achieve business excellence.*
- *Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.*
- *Design and Administration of Performance Management.*
- *Preparation of Schedule. Including periodic performance reviews and Appraisal for all staff members.*
- *Adept at working in high pressure environments with strict deadlines and multiple deliverables.*
- *Proven skills in enhancing overall administration.*
- *Superior communications and interpersonal skills, multitasking with an ability to interact with a wide range of people.*

Areas of Expertise

- *MS Office*
- *MS Outlook*
- *Personnel and Administration*
- *Submission of Returns*
- *HR Management*
- *Negotiation*
- *Team Management*
- *Proactive/ Industrious Strategic*

Career Highlights

- *Successfully handling payroll around 500 employees.*
- *Dealing with union various issues. & making union agreement work*
- *Effectively Implemented Punching System*
- *Assist to making various HR Policies & implementing*
- *Confidence, in facing various customer as well as certificate audit.*
- *Successfully achieved all project targets within time*

Statutory Compliances

- Responsible in the Submission of Factory Annual Returns, Renewal of License, PF, Challans and Returns, LWF Returns, Calculation of Gratuity, etc.
- Attended @ the time of Negotiation with Union/s as a HR Representative for One Wage Settlements for making policies.
- Prepare Warning letter/Show Cause Notice/Charge Sheet
- Arrange Domestic Enquiry
- Management Representative in Domestic Enquiry

Recruitment & Resourcing

- To carry vital responsibility related to manpower planning, conceptualizing and implement talent acquisition strategy for entire group. Conducting Separation formalities and develop a plan to replace competence lost.
- Identified the Area of recruitment, Potential Candidate and Conducted HR Interviews and dealt with Salary Negotiation.
- Managing all employees related documentation & Letters such as – Offer, Appointment, Confirmation, Promotion etc.
- Organize induction and smooth functioning of on – boarding formalities and joining formalities, employment updations.
- Yearly Manpower planning & manpower Analysis in coordination with concerned department Head.
- Finalization of terms and conditions with candidates, Salary negotiation, Accomplishment of all the joining formalities, etc.
- Prepare monthly HR Analytics on Attrition, Headcount and other relevant dashboards.
- Conducted Salary Surveys, etc.
- Arrangement of planed Systematic induction program.
- Build a database for every position.

Training & Development & Employee Relations

- Identifying training needs across levels through mapping skills required for particular Position and analysis of the existing level of competencies.
- Prepared Training Calendar & Budgets and Coordinated in external / internal training.
- Evaluated effectiveness of training program.
- Link the training documents with various audit purpose.
- Managing welfare measures, team building, etc. to enhance motivation levels and productivity.
- Preparing HR MIS reports.

Performance Appraisal

- Handled Target based Half Yearly performance appraisal of all employees.
- Coordinating in formulation & Implementation of increment, incentive scheme.
- Maintain Record of KPA & KRA.
- Monitoring the annual increments

Union Related Matters

- To assist HR Manager in negotiations with Labour Union for settlement of wages and fixation of production norms required by the production department and other service conditions of workmen. Participation in fortnight meetings with union committee members. Implementation of various conditions of the settlement. All other routine matters connected with Labour welfare and grievances of the workmen / union.

- TO Present management views to union member & understand the union approach & finding the midways in problematic condition .
- To keep continuous and co-ordial contact with workers/employees with a view to help redress individual complaints before they develop into major disputes.

Time Office & Payroll Management

- Successfully handling payroll around 500 employees.
- Time Office Function.
- Maintaining Daily In-Time & Out-Time Record of all Employees.
- Maintaining daily Absentism Report.
- Updating Daily Leave Card.
- Maintaining Daily C-Off Record
- Maintaining Daily Late coming Report.
- Calculation of Man-days for the salary process.
- Prepared Monthly MIS Report.
- Independently Preparing salary of whole company.
- Contract Labour Systems.
- Documentation of all Payroll records, sending the Salary statement for Bank Transfer.

Administration Activities

- Housekeeping Plant Level.
- Company Security.
- Canteen & Pantry.
- Employee Transportation.
- Garden.
- Civil Work / Fabrication Work / Plumbing Work
- Stationary Co-ordination.
- Co-ordination of Uniform, Aprons and Safety Shoes.
- Guest House Management.
- Hotel Arrangements.

Insurance

- Working on Group Medclaim & Personal accident Insurance of Staff & worker, Yearly Renewal of insurance, sending monthly addition & deletion of Employee to insurance, working on Industry Car insurance.
- Follow-up claim settlement.

Professional Experience

About Present working status – (16 October 2015 to Till Date)

Working as a “ Sr. Executive Hr & Admin.” with Meritech Gear and Camshaft Manufacturing Company (IATF 16949 Certified Company) Mangadewadi, Katraj Pune – 411046

Previous Job –

Name of Company :

Worldwide Oilfield Machine Pvt. Ltd. Velu Pune The company is manufacturing various types of Valves required for Oilfield in respective countries. (Pakistan, China, USA, Indonesia, Quba, China, Dubai, France, Italy, West Indies). This company is having its Forging & Casting unit in same

premises namely; Magnum Forge Machine works Pvt. Ltd. & Magna Casting Machine works Pvt. Ltd. This group is 100% export (E.O.U.)

Designation:___ : Jr. Officer HR & IR 26th July 2011 to 31st March 2015

Perfect Engg. Product Ltd. Tungarli Lonavala (Product Valve Seats, Insets, Valve Guides, Cylinder Liners Tappets, Tappet Rods.)

Designation:___ : Assistant H.R. & Admin. 13 July 2009 to 15th July 2011

Seinumero Engg. India Ltd. (Automotive Components Manufacturing Company Shindewadi Pune.)

Designation : Commercial Assi. H.R. 1st Oct. 2007 to 30th June 2009

Current Gross – 03.25 Lakh P. A.

Expected - Negotiable

Notice Period - 01 Month

Professional Details & Qualification

Name : Balwan Laxman Jadhav
Correspondence Address : A/P Nasrapur Tal-Bhor Dist – Pune.
Gender : Male
Marital Status : Married
Qualification : B.B.A. (Bachelor of Business Administration 2010)
: D.B.A. (Diploma in Business Administration (H. R. 2011)
: I.T.I. (COPA) Computer Operator Cum Programming Assistant.-2007
: H.S.C. 2006
Other Qualification : D.C.F.A. Diploma in Computerized Financial Accounting. 2006
Date of birth : 30th March 1986
Language Known : English, Hindi, Marathi.
Email : balwanj57@gmail.com / hr@meritech.in
Mobile : 9021371935 / 7722077203

I hereby declare that the information given above is true & correct to best of my knowledge.

Date:

Place: Nasrapur

(Balwan Laxman Jadhav)