

Arpit Narayan Ingle

Flat No. 907Ostia Apartment, Moshi Alandi road, Moshi, Pune 412105.

Contact : +91 9921123445, Email : arpitin5@gmail.com

August
29, 2019

Sub: Managerial Assignment in HR, IR / Administration Department

Dear Sir/Madam,

This is with reference to your advertisement for the subject position that I am prompted to propose my candidature.

A professionally accomplished Commerce graduate, I have contributed 4 years in HR & Administration activities. In earlier assignments I have effectively streamlined recruitment process, grievance handling, I have effectively contributed leadership in evolving quick crisis management. I have facilitated recruitment & Payroll of flexible resources with effective utilization. I have contributed strong managerial inputs in the areas of Handling end-to-end Recruitment Process, Campus Recruitment, Payroll handling, HR Operations, etc.

With well-honed techno commercial / managerial skills and customer focused attitude I seek career realignment in a managerial role with a renowned automobile manufacturing company / MNC.

Driven by confidence and high energy levels I am confident of making visible contribution to company's growth objectives. A tour through my enclosed resume shall apprise you with the details and I am confident you would find my credentials in perfect congruence with the subject assignment. I shall be glad to receive a call for personal interview.

Thanks and Regards,

Arpit Ingle

Arpit Narayan Ingle

Flat No. 907 Ostia Apartment, Moshi Alandi road, Moshi, Pune 412105.

Contact : +91 9921123445, Email : arpit5154@gmail.com

HR & Administration Professional

Seeking Managerial Assignment in HR, Administration Department with a prestigious automobile manufacturing company.

PROFILE:

- Academically qualified commerce **Graduate** with illustrious career of 6 years in in HR & Administration activities. In earlier assignments I have effectively streamlined recruitment process.
- Wide experience in setting up and streamlining Handling end-to-end Recruitment Process, Payroll management Campus Recruitment, HR Operations, with a luxurious automobile manufacturing company (***Journey with three pointed star – Mercedes Benz India***)
- Demonstrated functional excellence in designing / implementing recruitment systems and procedures in compliance with principal's policies to win and retain continued patronage of the employees.
- Strong credentials in end-to-end recruitment process, Effective team leader, trainer and a motivator with fine-tuned analytical and troubleshooting skills.
- **Special Expertise in HPV (Hours per Vehicle) , SAP, Vpremier (Symphony), Access Manager (Swiping Software), Government Portal for statutory compliance, Suggestion Scheme, Scholarship Scheme, Sports Activity.**

Key Strength Areas

- Functional excellence in end-to-end Recruitment Process ● Payroll Management
 - Client Relations Management ● Training & Development ● Team Leadership
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PROFESSIONAL EXPERIENCE

- **Yuvashakti Foundation (NEEM Trainee Provider)**

Zonal Manager

Jan 2019 to 30 June 2019 (6 months)

- Trainee Recruitment
- Salary Preparation Attendance monitoring
- Calculation salary and attendance, overtime, PF, ESIC
- Dally MIS Report
- Branch management team of 5 employees
- Branch reporting
- Preparing salary structures and salary break ups
- Evaluating and arranging for full and final settlement arrangements
- Dally coordination with venders for recruitment, invoices, bills
- Invoices follow-ups with finance department
- Monthly Branch visit and audit.
- Monitoring & uploading the detailsof all candidates in the system

Payroll Exicative

- **Mercedes-Benz India PVT LTD (Chakan MIDC, Pune)**

Executive –HR

Jan 2013 to 31 Dec 2018 (5 Years)

- Handling the entire gamut of HR functions to Human Resources Management right from the Recruitment process/ confirmation process/ transfer/ promotion process and exit management / development Process.
- Working in Manufacturing Plant and handling employee strength of 1000 employees & co-ordination functions with all branches with senior management.
- Sourcing resumes from various placement consultants, references job portals.
- Conducting telephonic, screening interviews, induction and joining formalities for positions at all levels.
- Issuing appointment letter, Transfer letters, address proof certificates, ecto newly joined candidates.
- Monitoring & uploading the detailsof all candidates in the system.
- Supervisionof commercial accounts such as salary slips, verification of attendance.
- Handling the administrative issues while monitoring the optimum utilization of available funds to accomplish organizational goals.
- Formulating grievance handling and disciplinary action procedures(IR activities)
- Preparing MIS Reports for recruitment status, IR issues if any, Attrition issues, etc.
- Leading role in new employee background verification process in coordination with hired external agency.

- Daily interaction with employees for their queries like attending queries of team members in day to day transaction.
- Responsible for employee engagement activities such as long service felicitation awards.

Payroll Management

- Attendance & Leave Management.
- Calculating leave balances of all employees.
- Timely updating the leave records of employees on internal portal.
- Generating leave statements & leave balance slips & distributing the same.
- Ensuring timely attendance & adherence to company policies & procedures by all employees.
- Handling the entire payroll process
- Preparing salary structures and salary break ups
- Maintaining and updating proper records of all the employees' personnel data files, taking care of loans, advances, deductions in salary
- Maintaining the employee masters.
- Evaluating and arranging for full and final settlement arrangements.
- Liaisoning & interacting with the bank for processing salaries.
- Generating salary reports on timely basis

Personnel

- Issuing all HR related documents like Confirmation letters, Appointment letters, Relieving letters, Experience Letters etc
- Responsible for bank account opening of employees
- Timely Updation of new Joinees & Exits in Health insurance policy.

• Tata Motors Ltd

Executive (Time Office)

May 2012 – Nov 2013 (1 year)

- Administration of Attendance including Punching, Payroll System, Leaves etc.
- Maintain Time & Attendance Record in SAP & Muster book
- Maintain Leave Record (PL, CL, SL, C-off etc.)
- Daily monitor in late mark & early going.
- Yearly Leave calculation
- Employee individual record maintenance, etc.
- Salary Preparation
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, experience/service certificate, relieving letter, etc
- Maintenance and updating of all records pertaining to Leave, Medical, Insurance, Access cards, ID cards of all the employees in various departments
- Verification & submission of Joining document as per original records to HR SSC(Payroll)
- Proper control of Departmental Stationery and maintain stock level and issue details

- **Mahesh Tutorials**

Admin Assistant

September 2011 - May 2012 (9 Months)

- Office Management
- Report & Document Preparation
- Records Management
- Staff Development & Training
- Meeting & Event Planning
- Expense Reduction

EDUCATION

- PGDBM Appear with specialization in HR from D.Y. Patil College
- Certified Industrial Accountant from ICA, 2010
- Bachelor in Commerce from Amravati University, 2009

OTHER COURSES

- MS-CIT
- Tally

Date of Birth- 13/09/1987
Marital Status: Single

Thanks and Regards,

Arpit Ingle