

Digamber Vilas Gudhekar

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Seeking a challenging position in the field of Human Resources to utilise my Skills and seek constant learning in order to achieve the Organizational Objectives.

PROFESSIONAL SYNOPSIS

Rich and insightful experience of over 6 years in Human Resources. Single point contact for issues related to HR and Operations for above 3000 employees.

Core Competencies:

- People Processes and System
- Business Understanding
- Analytical and creative thinking

ACADEMIC CREDENTIALS

2011 –MBA /PGDM in Human Resources Management – 1st Class (Welingkar Management Institute, Mumbai)

2000 - Bachelor of Commerce from University of Mumbai – Second Class

1999- Web Design, Investment Portfolio Management & Pay Roll Management- First Class

1997 – Exposure to Income Tax, Sales Tax and Central Tax

1995- Computer Application, Accounting & Office Automation

EMPLOYEMENT DETAILS

Bhandari Social Service Trust

Designation: Freelancer (As a Volunteer)

Since : March 08 2019 till Today

Reporting to : Mr Sandeep Pilankar (Trustee) +919082060993

- Maintain the BRS / summary statement / auditing the bills of payments records / preparing the statement of courier dispatch list
- Head Hunting & Conducting preliminary rounds of interviews potential candidates for Mid Level to Senior Level requirements.
- Shuffling resumes and screening application to generate data list for recruitment basis
- Arrangement of interviews / training status and schedule and prepare reports
- Maintaining attritions reports
- Preparing the monthly training reports / analysis (Trainer wise and Programme wise feedback analysis)

EMPLOYEMENT DETAILS

City Investment Pvt Ltd

Designation: Assistant HR & Admin Manager

Since : Jan 18 – March 08 2019

Reporting to : Executive Manager of Company (Ms. Suoodha Suood)+9603342862 admin@city.com.mv,

1. Assist with day to day operations of the HR functions and duties
2. Provide clerical and administrative support to Human Resources executives
3. Compile and update employee records (hard and soft copies)
4. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
5. Coordinate HR projects (meetings, training, surveys etc) and take minutes
6. Deal with employee requests regarding human resources issues, rules, and regulations
7. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
8. Communicate with public services when necessary

9. Properly handle complaints and grievance procedures
10. Coordinate communication with candidates and schedule interviews
11. Conduct initial orientation to newly hired employees
12. Assist our recruiters to source candidates and update our database

EMPLOYMENT DETAILS

Keregoan System Pvt Ltd (Master In Service We Give Solutions) Facilitation and Pan Centre Mumbai

Designation: Sr. HR Executive

Since : May 14 – 31 Dec 2017

Reporting to : Directors of Company (Mr. Subhas Takalkar)+918692028690 subhash.t@wgs2.com, subhash.yesconsultan@gmail.com

1. Procurement All contract of employees and marketing for outsourcing
2. Processing Salary data of all outsourcing employees of hospitality
3. Co-ordinate with Hotels, Resorts and Companies for manpower budget, tenders and suppliers ect.
4. Responsible for Joining and Ending formality of All employees and Maintained harmonist relation among all employees equally.
5. Head Hunting & Conducting preliminary rounds of interviews potential candidates for Mid Level to Senior Level requirements for hospitality and more.

Ayada Maldives Resort , Maldives

Designation: HR Executive

Since : April 2013 – April 2014

Reporting to : HR Manager Ms Yelda Okten (Head Quarter – Turkey)+905383130660 yedlaoktan@yhao.com.tr

1. Provide updated information including monthly reports to HR Director, Heads of Department, General Manager and Area Director.
2. Arrange, coordinate and monitor resort transfers from Male-Resort-Male.
3. To organize and actively participate in all social activities i.e. Monthly staff Party, Monthly Island Cleaning. Ensure that all activities are arranged in line with Resort Policy.
4. Coordinate and assist the Host Hub activities
5. Assist in the recruitment & selection process; organize 360 interviews, provide candidates with recruitment package, pre-employment medical check-ups.
6. Monitor the recruitment of general staff and maintain regular advertisements at the atoll and within the resort.
7. Prepare monthly/weekly staff turnover report, vacancy report and recruitment status report.
8. Undertake all responsibilities of Human Resources Manager during his absence.
9. Oversee the daily checks and monitoring of all host accommodations and its surroundings; Ensure HR Assistant is reporting repairs and raising work orders, suggest improvement in these areas.
10. Is fully conversant with all health and safety, fire and emergency procedures and able to react to any emergencies at time of need.
11. Attends meetings and training as required by managers.
12. Responsible for Pay Roll and Administration
13. Control staff accommodation & Staff canteen

Sinar Hospitality and Manpower Consultancy , Mumbai

Designation: Self Employee (Supply Manpower)

Since 01 June 2012 – March 20013

Reporting to: Dy Manger Mrs Pallavi Shetye +919867999760

pallavishetye82@yahoo.co.in

- Head Hunting & Conducting preliminary rounds of interviews potential candidates for Mid Level to Senior Level requirements. Pay Roll, HR Policy and Procedure, Administration etc.
- Co-coordinating with the vendors and branches about the payments of bills

Inter Ocean Ship Repairs LLC , Dubai

Designation: HR Executive

Since 16th December 2008 – 31st May 2012

Reporting to: CMDof Company Mr Ved Sharan Chhabra, Ms Vrinda Chhabra +9710443241166, Tel : 971 4 3241166 mary@interocean.ae

Initiatives & Achievements:

- Independently Recruit 300 employee in one month.
- HR Database Management System
- HR Policies & Procedures
- Induction Manual / Programme
- Performance Management System
- Independently handling Productivity Mapping Analysis.
- Job Analysis
- Salary Negotiations – Cost Saving Initiative
- Introduction & Self Driven – Employee Background Verification

Generalist HR:

- **HR Policies & Procedures:** Preparation & Drafting of various HR Policies, Benchmarking, Implementation & Communication.
- **Administration :** Preparing & Generating Tenders of Manpower supply & Responsible for renewals of Company Assets, Accommodation of all employees, Transportation, Stationery, Co-ordination with regarding consultants of Mess & Air Ticketing of all employees and handling Petty Cash.
- **Talent Acquisition:** Handling recruitments & selection for Creative and Support Staff of two divisions in India. Preparing & Negotiating Salary Break-up with Short listed candidates. Independently closed International requirements for Creative staff.
- **Induction & On-boarding:** Handling Induction Sessions for the New Joiners. Responsible for the Induction presentation content and deliverables.
- **Performance Management:** Built a Performance Management system. Conducting performance reviews on a quarterly basis project wise for all Artists and Line Producers. Compiling the data and Analyzing the performance trend department wise. Creating a Performance review report and presenting it to the Business Head / Creative Head.
- **HR Operation :** Responsible for Joining Formalities, Preparing & Issuing Appointment Letters, Offer Letter, Confirmation Letter, Coordinating with Insurance Companies for Group Accident, Hospitalisation. Educating employees for the various statutory benefits.
- **Payroll:** Responsible for Leave & Attendance Management. Processing payroll data & attendance for computation of salary. Coordination with Consultant for processing.
- **Employee Engagement:** Ensuring Smooth implementation of the HR policies of the company. Responding to HR related queries. Putting up new recreational activities for all employees.
- **Employee relations:** Disciplinary Actions, Proceedings, Employee Counselling, Employee Grievance and maintain Harmonious relations with the employees,
- **Exits:** Conducting an exit interview and completing the Exit formalities, Attrition Analysis.

Brinks Arya Pvt Ltd, Mumbai

Designation: HR Executive

From 10th July 2006 to 15th December 2008

Reporting to : Dy Manager Mr K B Gaonkar

- Head Hunting & Conducting preliminary rounds of interviews potential candidates for Mid Level to Senior Level requirements.
- Business Development & Client Relationship Management
- Handling independently Spine & HR Mantra software package using for various MIS reports, salary, maintaining leave records as per statutory requirement, LTA, medical, PL encashment, confirmation & contract renewal / preparation of full & final statements, experience letters, termination letters, confirmation letters, relieving letters & loan or re-designation letters
- Preparation of annual bonus and gratuity claims / maintaining of muster roll / payroll, checking of absenteeism / issuing identity card and maintaining of register and progress reports
- Preparation of manpower and LOB Wise Report as per management's requirement
- Shuffling resumes and screening application to generate data list for recruitment basis
- Arrangement of interviews / training status and schedule and prepare reports
- Maintaining attritions reports
- Preparing the monthly training reports / analysis (Trainer wise and Programme wise feedback analysis)

ICICI Bank Ltd, Mumbai

Designation – Account Executive

From 1st April, 2002 To 31st May, 2006 on contract basis

- Maintain the BRS / summary statement / auditing the bills of payments records / preparing the statement of courier dispatch list
- Assisting in preparing bills of payment and processing data in SAP (System of Data Processing) / operating the SAP program for the keeps and maintain the name of vendors details (Name, Address, IT No, Service Tax No and Pan No)
- Co-coordinating with the vendors and branches about the payments of bills
- Setting up files to keep records for audit purpose
- Maintain the leave cards, LTA, PL encashment and medical / preparing MIS reports
- Vendors invoice verifications / collecting detailed information's from the shops / clients sales ratio / mark the map to find shop area wise / interacting with the shopkeepers and retrieving the sales of dispute cases
- Verification of documents as per letter of credit terms & conditions
- Preparing outstanding statements / responsibility of entire shift activities with emphasis of the Manager
- Handling daily reports about safety dept / typing all the reports and letters / drafting letters for correspondence / scan / fax
- Sending e-mails and giving feedback / attending phone calls
- Actively participated in various organization initiative

PERSONAL DETAILS

Date of Birth: 20th November, 1979

Marital Status: Single

Passport Details: Passport No : P 4379768

Place of Issue : Mumbai

Date of Expiry : 02/10/2026

Language Proficiency: English, Hindi, Konkani and Marathi

Hobbies: Listening to music, Swimming, Kabbadi, Kho-Kho.