

Resume

Ravindra Suryawanshi

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Objective

A challenging position in a professional organization, where I can enhance my skills and strengths in conjunction with the company's goals and objectives.

Professional Summary

- A dynamic professional with more than 4 years of overall experience in Personnel, HR & Administration.
- Planning, Organizing, Providing leadership & Control all administrative functions.
- Coordination with various agencies i.e. Press, Police, MSEB, PWD, ESIC, PF, PT, Labour court and other department in generals.

Working Experience

Group Surya PEB Engineering & Constructions- Working as a Executive- HR from Oct 2016 – till date [Location – Chakan MIDC, Pune, India]

Feedback Brisa Highways OMT Pvt. Ltd.- Working as a Sr. Executive- P & A / HR From July 2013 – Sept 2016 [Location – Mumbai, India]

MEP Infrastructure Developer Pvt. Ltd.- Worked as a Executive- HR From June 2011 – June 2013 [Location – Mumbai, India]

Job Profile

Manpower planning, Recruitment, Selection, Placement and Induction

- Reviewing the manpower availability and requirements.
- Note sending to Management for approval.
- Co-ordinating with agencies for Recruitment.
- Collecting the relevant experience candidates resume.
- Preparing list of sorted candidates for the Interview.
- Conducting Preliminary Interview.
- Performing Joining Formalities.
- Give induction and introduction to the new joiners.
- Issuing Offer Letters, Appointment Letters.

Training & Development

- Training Need Identification from HOD.
- Training Assessment (Internal & External)
- Training Calendar.
- Actual training programme as per target group.
- Training History card.
- Training Effectiveness / Feedback from trainee's.
- Training review- work improvement.

- Action plan for next training.

Payroll Management

- Well known about payroll system (ERP) as well as attendance system.
- Updating C-Off's and On Duty slips recommended by HOD's.
- Processing salary and cross checking with the variance analysis.
- Updating employees Income Tax investments into the database.
- Providing salary summary report to the account department as well as CEO.
- Co-ordinating with Finance Department for the Employees' Salary Cheque.
- Taking care of Employees' salary credit in to their respective salary account.
- Preparing Bonus Statement once in a Year.

Employee relations and Welfare

- Investigate complaints and coordinate with other Departments.
- Applying employee motivation schemes like MOM award, star award etc.
- Arranging one day trip.
- Taking Care of Employees' Working Environment.
- Giving Building Access for new ID Cards.
- Taking Care of Employees' Attendance System.
- Maintenance of Leave Management System.
- Taking Necessary action for Late Comers.
- Monitoring Absenteeism and taking necessary action to minimize.
- Coordinating and Organizing Cross Sectional Meeting to giving an opportunity to all employees to raise their queries with the Management.

Probation and Confirmation

- Maintenance of Probation Register.
- Confirmation Report sending to the Concerned HODs.
- Monitoring to collecting the same from the HODs.
- Preparing Confirmation Orders based upon the HODs Reports.
- Issue of Confirmation Letter to the Employees through Concerned HODs.

Resignation and Final Settlements

- Co-ordinating with Exit Interviews.
- Sending a copy of the Resignation Letter to the Management for Approval.
- Collecting Clearance Certificate for the concerned resigned employees through Concerned Department Heads.
- Informing the resigned employee about his dues and collecting the same
- Preparing Relieving order and Experience Certificate.
- Issuing Relieving Order and Experience Certificate to the resigned employees.

General Administration

- Maintain good coordination with all departments to ensure work completed in an effective manner.
- Ensured to provide all a good working environment, by maintenance of clean premises and housekeeping.
- Monitoring canteen facility on daily basis.
- Monitoring construction development in the company premises.
- Daily checking all registers, it includes indiscipline register, security charge book Material inward-outward register etc.
- Monitoring House-keeping activities within company premises.

Government Compliances

- Online fill & Submit monthly contribution of PF & ESIC Challans of the company.
- Formalities of PF withdrawal forms
- Online submit the accident claims to ESIC portal.
- Factory liasoning, labour RC, MPCB certification etc.

Educational Qualification

- B Sc. (Microbiology) from Shivaji University of Kolhapur 2013.
- HSC (Science) from Kolhapur board (year 2007).
- SSC from Kolhapur board (year 2005).

Technical Skills

- MSCIT (outlook, Microsoft Word, Power Point, Excel Etc.)
- Tally 9.2
- Worked on ERP system.
- Worked at Online company portal. (Fountainhead).

Trainings & Certifications

Certification in Code of conduct & Ethics of Business Management. Launched by Feedback Brisa Highways OMT Pvt. Ltd.

Completion of Project Management Training.

Completion of Administration/ HR responsibility training conducted by Feedback Brisa Highways OMT Pvt. Ltd.

Personal Details

- **Father's Name** : Shri. Ashok Sakharam Suryawanshi
- **Date of Birth** : 12th Oct, 1989.
- **Sex** : Male
- **Nationality** : Indian
- **Marital Status** : Married.
- **Languages Known** : English, Hindi, Marathi.
- **Driving License** : Two/Four Wheeler.
- **E-Mail ID** : ravindra.suryawanshi3@gmail.com
- **Contact No.** : +91 9637607853 / 7720096474.
- **Correspondence Address:** C/O- Mr. Praveen Bagawe,
Flat No.-403, 4th Floor, Radhakrushna Park, Bhanagare Colony Patil Nagar,
Chikhali, Pune- 62.
- **Permanent Address** : A/P- Sakhari, Tal- Patan,
Dist.- Satara, Maharashtra-415206.
- **Current CTC** : 2.70 Lac PA.
- **Expected CTC** : ACS.

Declaration

I do here by declare that, the facts & information given above are true to best of my knowledge & belief.

Place:

Date:

(Ravindra Suryawanshi)