**Sandeep Anantha Dhome**

**AT- Dhore Nagar,**

**PO- Juni Sangavi, Pune**

**Dist. Pune.**

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Highlights of professional experience

1. I am a Commerc Graduate & **Masters in Personnel Management (MPM).**
2. Serving with M/s.Classic Auto Tubes Ltd. (ApolloTyres Ltd.) an Organisation which is   
    suporting to Hr,Admin,Welfare & IR

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EDUCATIONAL QUALIFICATION

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MASTERS IN PERSONNEL MANAGEMENT - October 2010

Pune University In Naralkar Institute Pune

Ragistration of Welfare Officer No - 94-S/D/-086

B.Com. April 2006

C.T.Bora College Shirur Pune

Pune University

H.S.C. March 2002

C.T.Bora College Shirur Pune

Pune University

S.S.C. March 2000

Vidhyadham Prashala Shirur.

Pune Board

CORE SKILLS

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Goal oriented, committed to success

Excellent communicator

Strategic thinking, Team player

STRENGTHS

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Ability to manage change.

Strong interpersonal and learning skills

Ability to manage time effectively.

**PROFESSIONAL SUMMARY**

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COMPUTER LITERACY-

Working knowledge in **Excel / MS Word / Power Point / E-Mail / Internet Browsing.**

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WORK HISTORY: **(Starting with Current job)**

Presently working with

**Classic Auto Tubes Ltd. ( Apollo Tyres Ltd.) Ranjangaon, Pune**

Designation: HR Executive / Labor Welfare Officer & IR

Period: 27th May 2011 to till date,

Company Profile: Classic is Concern sister of Apollo Tyres Ltd. also leading manufacturer in Rubber Tubes. Making tubes for all types of four wheelers and above.

**JOB PROFILE**

1. **Position Summary**

* Grievances Handling,
* Disciplinary Measures
* Employee Welfare

1. **Principal Accountabilities**

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| --- |
| * To establish contacts and hold conciliations with a view to maintaining harmonious   relations between the factory management and workers   * To bring to the notice of the factory management the grievances of workers, individual as   well as collective with a view to securing their expeditious redressal and (to act as liasion  officers between the management and labour).   * To study & understand the point of view of labour in order to help the Factory   management to shape and formulate labour polices and to interpret these polices to the  workers in a language they can understand.   * To watch industrial relations with a view to using his influence in the event of disputes   arising between the factory management and workers and to help to bring about  Settlement by persuasive efforts.   * Establish liason with the Factory inspector and the medical services concerning medical   examination of employee health records, supervision of hazardous job, sick visiting, and  workman’s compensation   * To promote relations between the concerned departments of the factory and the workers   which will bring about productive efficiency as well as amelioration in the working  conditions and to help workers to subject and adapt themselves to their working  environments   * To encourage the formation of works and joint production committee, and to societies and   welfare committees, and to supervise their work   * To advise on provision of welfare facilities such as canteen, shelters for rest, crèches,   adequate latrine facilities, drinking water , sickness and benevolent scheme payments,  pension and superannuation funds, gratuity payment, granting of loans.   * To secure welfare provision, such as food , social and recreational facilities,   advice on individual personnel problems. |

1. **IR Challenges**

* To establish contacts and hold conciliations with a view to maintaining harmonious

relations between the factory management and workers.

* Handle daily IR Issues & take Disciplinary Actions against misconducts, absenteeism etc.
* Issue the warning letters, show cause, charge sheet, Dismissal, Suspension against

indiscipline.

* Scheduling & Budgeting the Annual Welfare Activity.
* Handle the Domestic Enquiries, court matters.
* Ensure Timely Statutory Compliance.
* Handle the grievances of the employees.

1. **Liasioning with Government Authorities :-**

Liaison with Govt. Offices like Factory Inspector, Employment Exchange, Provident Fund, E.S.I.C, Labour Office, Labour Welfare Fund, Explosive Dept. (Solvent License), Grampanchayat / MIDC, Police dept., Tahasildar, R.T.O., Telephone Exchange etc.

* **Transport & Travel: -**

Air/Train Ticket Booking, Hotel booking, Vehicle for airport Pick up & drop. Administrative purchases, Transport arrangement for Worker & Staff.

* **Canteen :-**

#### Purchase, monitoring & housekeeping of canteen utensils. Keeping Canteen Premises In hygienic condition.

* **Security :-**

#### Monitoring all aspects of security & safety of plant.

#### Monitoring Security Rules & regulations made for all employees, visitors & outside contractors.

* **Gardening & House Keeping :-**

#### Monitoring housekeeping activities with mechanized system.

#### Garden management like new plantation, fertilizers, cutting & shaping.

* **Welfare Activities :-**

#### Employee picnic, Sports, Annual Get together, 31st December, Staff Farewell, Conferences & Meetings, Employee’s family mediclaim schemes and medical check-up.

#### C.S.R activities like Blood donation camp, Plantation, School programme.

* **Annual Maintenance Contract :-**

#### Preparation and monitoring of annual maintenance contract for A.C., Xerox machine, Water cooler & purifiers, Fire extinguishers, Furniture etc.

**Responsible for Editing Quarterly CHETANA magazine. Also collect and send quarterly data (events) for VERVE magazine published by H.O. Delhi.**

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**Brief Summary of experience –**

Recruitment – Directly involved in recruiting the ITI candidates & also handled total administration connected towards joining, induction, on the job training & course completion formalities. Have got experience in insurance management.

Responsible for planning & execution of weekly classroom training, it requires subject knowledge, interaction with students & faculty.

Responsible for critical database generation, collation & reporting - Daily verification of attendance of students & extra training related database management & reporting

Supporting Human Resources & production teams in all the administrative & manpower related matters.

Playing a very responsible role in administrative tasks connected to students like distribution safety shoes, uniforms, training manuals etc.

Effectively interact with the Company Officials / Zonal Officer& DMCFS team towards correctly aligning with expectations from the program and seeking direction towards delivery of related Services as decided.

Motivate & build healthy working atmosphere within the team for seeking good performances. Be accessible for support during need. Motivate actions which bring customer orientation with business angle.

**PERSONAL DETAILS**

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Date of birth : July 08, 1984.

Languages Known : Marathi, Hindi and English.

Marital Status : Married

Dependant : Wife, Son, Father & Mother.

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Date: Yours Sincerely,

Place: Pune  **Sandeep A. Dhome**