

# Aditya Suresh Nakshane

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**Seeking Deputy Managerial / Managerial Position - Human Resources / Industrial Relationship / Administration in...  
Target Sectors: BFSI / NBFC / Retail / Manufacturing / Pharmaceutical / Logistic / Power / E-commerce / IT / Telecom / etc.**

**Key Skills:** Talent Acquisition, Effective Onboarding, Induction, Background Verification, Compliance Management as per labour law, Employee Issue / Grievance Management, Employee Engagement, Disciplinary Action, Operations, MIS Management, Third party and contractual employee management, Learning & Development, Exit Management, and Administration.

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## Summary of Skill and Experience

- Approximately 9 years of overall experience out of which 8 years core HRM experience of established professional credentials of successfully managing entire employee life cycle, Compliance, Employee Relations, Employee productivity and similar such activities.
- Handled PAN India all level recruitment including bulk hiring, recruitment drive, IT hiring and critical position.
- Management of contractual/third party employee addressing queries related to salary, PF, ESIC, relieving, exit, documents, etc.
- Managing branch compliance as per labour law, Management of stakeholder as per IR point of view.
- Developed, improved and implemented project for touch points, contact points, effective onboarding, attrition management, employee helpdesk in close coordination with superior.
- Streamlined entire documentation, verification process and ensured no or minimal risk in internal as well as external audit.
- Delivering training on organizational policy for all PAN India new joiners within a week of joining to ensure no breach of code of conduct.
- Diagnosed root cause of non-productive and address the branches through employee connect, Dealers/DSA/channel visit.
- Be candid and honest, but also have the wisdom to be diplomatic when required.
- Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment. Facilitating Recruitment and Induction.
- Managed, guided and trained two executive and one intern for the period of three year.

## Professional Qualification

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PGDM - HR from Xavier Institute of Management, Jabalpur (2008 – 10)

B.Com from ACS College, Maharashtra State University (2005 – 08)

## Professional Experience

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**Company** : Magma Fincorp.Ltd. (<http://www.magma.co.in>)  
**Designation** : Deputy Manager – Territory Business Human Resources  
**Period** : June 2018 – Till Date

**Company & Job Profile:** Magma Fincorp Limited (MFL) is a Kolkata based non-banking financial company registered with the Reserve Bank of India as an Asset Finance Company. The company operates more than 306 branches in 22 states and a union territory and has a strong presence in rural and semi-rural India.

- **Recruitment Cycle:** Handling recruitment from junior to Mid level through direct sourcing, through social networking, and through consultants. Ensuring hiring as per Magma recruitment standards.
- **Onboarding:** Handling effective onboarding process for assigned territory, Responsible for documentation as per policy.

- **Induction and Policies Training:** coordinating and managing PAN India induction program, delivering session on organization policies and employee helpdesk.
- **Background verification:** Responsible for background verification for all new hired. Clearing insufficiency and getting case closed within specific TAT, Initiating suitable action against orange and red cases.
- **Fraud investigation:** Investigating fraud, Taking necessary action including termination of the employee.
- **Queries handling:** Addressing employee queries related to Incentive, PF, ESIC and other grievance.
- **Employee Connect:** Mandatorily visiting minimum 5 branches in a month for employee connect, also calling employee to understand if any issue they are facing which can be address by HR team.
- **Productivity:** Responsible for employee, branch and territory productivity as per standards. Issuing PIP to the non-performers and tracking performance biweekly.
- **Dealers visit:** Regular dealer visit along with FOs/BMs to take feedback on service of the company. Escalating dealers issue to the management and getting it address.
- **Branch Compliance:** Ensuring branch compliance, co-ordinating HO team to address issue and notices received from authority.

**Company** : NeoGrowth Credit Pvt.Ltd. (<http://www.neogrowth.in>)  
**Designation** : Assistant Manager - Human Resources  
**Period** : Sep 2015 – June 2018

**Company & Job Profile:** NeoGrowth is a leading NBFC that provides easy & quick business loans to small and medium size merchants in all major cities in India against the card swipe with flexible repayment facility.

- **Recruitment Cycle:** Handling recruitment from junior to senior level through direct sourcing, through social networking, and through consultants. Experience in bulk hiring, handled recruitment drive for PAN India.
- **Onboarding:** Handling effective onboarding process for PAN India, Responsible for asset provisioning & allocation, appointment letter and welcome mail.
- **Compliances:** Responsible for coordination with labour consultant to ensure fulfillment of all compliance.
- **Induction and Policies Training:** coordinating and managing PAN India induction program, delivering session on organization policies and employee helpdesk.
- **Background verification:** Responsible for background verification for all new hired. Clearing insufficiency and getting case closed within specific TAT, Initiating suitable action against fraud cases.
- **Payroll inputs:** providing payroll inputs to accounts team. Ensuring payment of notice buyback, referral amount, joining bonus, etc.
- **Cost Analysis & MIS:** Preparing report for cost analysis, Document checklist, exceptional reporting, attrition analysis, referral tracker and vender payment tracker, mediclaim details, etc.
- **Queries handling:** Solving employee's query related to leaves, attendance, compensation, PF withdrawal, PF Transfer, UAN mapping, mediclaim, organizational policies, etc.
- **Exit formalities:** Coordinating regarding proper handover by employee to immediate superior before issuing – No Dues Certificate, Issuing Relieving, Experience letters. Conducting employees exit interview for obtaining feedback on the organization performance & recognize areas of improvements.
- **Audit:** Ensure the process is as per policy and compliance to avoid risk in statutory audit.
- **Third part hiring:** - Responsible for end to end operation for offroll employees.

**Company** : CompSoft Corporation (<http://www.compsoft.co>)  
**Designation** : HR Executive  
**Period** : Aug 2012 – Feb 2015

**Company & Job Profile:** CompSoft Corporation is an IT/ITEs company two offices in India. CompSoft services such as data aggregation, financial analysis, IT support, customer support, Software development and Software testing.

- **Handling Recruitment Cycle:** Publishing advertisement, calling suitable candidates, conducting telephonic & first round of Interviews, offer making, reference check, and document verification.
- **On Boarding:** Completing joining formalities, coordinating with managers to plan/arrange work station, allocating team mentor & trainer.
- **Induction:** Coordinating with managers to arrange induction session, delivering HR part of induction program, Communicating management's expectation & key parameters to success in the organization.

- **Training and Development:** Analyzing training requirements, coordinating with managers to develop re-training & cross training programs.
- **Queries handling:** Solving employee's queries related to leaves, attendance, compensation, organizational policies and transport.
- **Discipline Management:** Escalating issues to Management in case of violation of organizational policies, issuing warning letters, taking appropriate exact steps to avoid all type of rumors and misleading communications, Issuing notices to absconded employees.
- **Employee Engagement:** Celebrating Monthly birthday, Indian & International festivals, arrangement of Games, fun activities & picnic.
- **Attrition Management:** Attrition analysis, taking all possible steps to reduce employees' turnover in organization, having regular one to one with all employees (Especially newly hired employees) to understand the issues and expectation they have.
- **MIS Data Management:** Managing employee data, Keeping track of joining details, confirmation, exit details, Sending weekly MIS of recruitment, Induction resignation and absconding to management.
- **Exit formalities:** Coordinating regarding proper handover by employee to immediate superior before issuing – No Dues Certificate, Issuing Relieving, Experience letters. Conducting employees exit interview for obtaining feedback on the organization performance & recognize areas of improvements performance & recognize areas of improvements.
- **Administration:** Handled transport, Portal subscription & renewal etc.

**Company:** Cross-tab Marketing services Pvt Ltd. (<http://www.cross-tab.com>)

**Designation:** Executive Document and Analysis

**Period:** Sep 2010- Dec 2011

**Company & Job Profile:** Cross-Tab is a leading marketing services and a market research outsourcing company. It offers full range of market research operations, marketing services, and data analytics solutions to clients combined with strong technology and process orientation. Cross-Tab has been recognized as an industry leader by respected bodies such as IAOP, Red Herring, Deloitte and Black Book of Outsourcing.

- **Research Reporting:** Preparing research report for clients based on the questionnaire. Using analysis skills to select appropriate chart types for each questions.
- **Data Processing:** Data pouring in to the chart obtained from the data processing team to develop, organize, manage and maintain graph, table, slide and document templates.
- **Final Reporting:** Preparations of report based on Market Research findings, create data driven graphs to make the final deliverable visually appealing and conveys proper survey outcomes.
- **Presentation:** Proof-read all documents including PowerPoint slides, Word documents, Excel worksheet.
- **Production Standard:** Ensuring documentation standards are maintained as per the expected norms & adhering to internal risk and control procedures.
- **Audit:** Prepare Audit Services Status reports for the audit committee and management.
- **Co-ordination:** Project coordination with other client services groups (e.g. survey programmers, data processing, and sample management).
- **Feedback:** Analyze feedback report of various clients.

## **Attributes**

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- Possess effective communication skills, interpersonal skills, people management skills and a strong personality; this supports managing people of different levels and background efficiently.
- Strong analytical, problem solving mind, good strategic planner.
- Highly positive attitude, adaptable to demanding situations, Change acceptance.
- Strong intuitive power, clear vision and farsighted with capabilities to provide solutions to needs arising out of specific / unique requirements.
- Keep up dated constantly with trends and practices in area of specialization, good learner.

## Personal Details

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**Name** : Aditya S. Nakshane

**Father's Name** : Mr. Suresh K. Nakshane

**Mother's Name** : Mrs. Sarika S. Nakshane

**Date of Birth** : Apr 6<sup>th</sup> 1986

**Gender** : Male

**Nationality** : Indian

**Marital status** : Married

**Language known** : English, Marathi and Hindi

**Address** : Flat no 301, D wing, Pyramid City IV, Ghogli Village, Besa, Nagpur - 440034.