**RUCHI TEKADE**

**Mobile:** +91-9575120130 **E-Mail:** Tekade.ruchi19@gmail.com

**My career objective is to gain comprehensive understanding of business and organizational dynamics, and employ my skills and knowledge for the organization to utilize their resources more effectively.**

**Preferred Location**: Anywhere in India

**PROFESSIONAL SNAPSHOT**



* **PGDM (Human Resource) from Indore Management Institute, Indore with Plus 3 years Experience in HR & ADMIN and currently I am associated with GBS Group Of Companies (Alpha InfoLab Pvt. Limited), Indore (M.P.), as a Manager-HR (Recruitment, Employee Engagement, Payroll, Labor welfare, Industrial Relation, Legal Compliances such as PF, ESIC, Bonus, Leave Encashment, Union and Administration).**
* Capable of managing HR & admin functions with an aim to accomplish corporate plans & goals successfully.
* **Knowledge Preview:**
* Maintaining data bank of the company while processing the recruitment.
* Payroll Administration.
* Preparation of attendance report on daily and monthly basis.
* Experienced in labour welfare and health & Safety issue.
* Experienced in Industrial Relations.
* Gained experience in Legal compliances such as Provident Fund, ESIC, Bonus, etc.
* Abilities in handling administrative works.

**CORE COMPETENCIES**



**Professional Strengths**

* **Enthusiastic** ability to handle tasks efficiently and effectively.
* Ability to do manual calculations as well as being competent with payroll systems.
* Good verbal and written communication skills.
* Good knowledge of Labour Laws.
* Goal oriented and ability to complete tasks within time period.
* Wisdom and knowledge: - Detail Oriented, Confident, judgmental, critical thinking, Self Motivator & Quick Learner.

**EMPLOYMENT CHRONICLE**



**Alpha InfoLab Pvt. Limited. Ltd , Indore (M.P.) Sep 2013 – till date**

**Manager- HR & Admin**

**Significant Highlights:**

* End to End Recruitment for the employees for various levels for GBS Group Of Companies (Sigma Organics & Chemical Pvt. Limited, Alpha Organics, Alpha InfoLab Pvt. Limited, Alpha Glamour Pvt. Limited) like analysis the requirement of the company, making Job description, Job speciation, job advertisement, Short listing Resume, Taking preliminary round, negotiation of salaries, issue of offer letter, conduct induction training etc.
* Responsible for complete joining formalities, Appointment letters, Opening of Bank accounts, Issuing ID cards etc.
* Arranging the payment of staff salaries through the manual payroll system.
* Calculating payroll from timesheets and general payroll administration.
* Handling Reward and Recognition work and keeping record.
* Completion and submission of payroll year end.
* Updating Essl Software timely for all units and Factory.
* Taking care of all the issues related to employees and solving them to increase the satisfaction level.
* Handling Grievances at all level as well as Union, and solving issues and queries at the earliest.
* Developing and implementing employee welfare policies.
* Legal compliance such as PF, ESIC, Bonus, Leave Encashment.
* Handling all union related work.
* Handling Industrial Relationship work.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees at all branches (Raipur, Bhubaneswar, and Mumbai) and Workers at factory.
* Developing and implementing disciplinary policies at all level.
* Responsible to start & complete the appraisal activity, analysis the performance appraisal & identify the training needs.
* Dealing with the final settlement of employees when they leave with Exit policies.
* General Administration.

**Panoramic Group of Companies, Indore (M.P) October’2012 – March’13**

**- HR cum Branch Coordinator**

* Collating & Compiling Reports from Branch locations, Maintaining MIS & performance Book of all concerned staff.
* Handling Work orders, Payments & Marketing Activities.
* Assigning daily, weekly, monthly targets for the branch staff and provided support in accomplishing them
* Follow up on promoters Salary & Incentives, Coordination with MRD & Accounts.
* Maintaining and submission of documents to the Head Office, Mumbai for auditing purposes.
* Joining and exiting formalities for employees.
* Assisting MIS Head, Branch Head, Employees Engagement Team.

**CareerKey Solutions, Indore (M.P) January’2012-September’ 2012**

**- Recruitment Executive**

* Development and execution of recruiting plans.
* Network through industry contacts, association memberships, trade groups and employees.
* Coordination and implementation with college recruitment initiatives.
* Administrative duties and record keeping.
* Creating job descriptions.
* Lead the creation of a recruiting and interviewing plan for each open position.
* Efficiently and effectively fill open positions.
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Develop a pool of qualified candidates in advance of need.
* Research and recommend new sources for active and passive candidate recruiting.
* Build networks to find qualified passive candidates.
* Scheduling interviews by calling candidates telephonic / e-mail

**INTERNSHIP SCHEDULE**



**Organization** : CASE New Holland, Pithampur Indore

**Title** : Training & Development

**Duration** : 3 Months

**Reporting To** : Mr. Sunil Kalyankar (HR- Head), Mr. Manoj Paliwal (Manager-HR & Safety),

Mr. Abdul Naime (Assistant-HR & Safety)

**EDUCATIONAL CREDENTIALS**



**PGDM (Human Resource)** in 2012

Indore Management Institute, Indore (Madhya Pradesh).

**BCOM** in 2010

Mata Gujri Girls College, Rani Durgavati Vishwavidhyalaya , Jabalpur (Madhya Pradesh).

**12th** in 2007

Guru Gobind Singh Khalsa, Girls wing (Madhya Pradesh) MP Board

**10th** in 2005

Guru Gobind Singh Khalsa, Girls wing (Madhya Pradesh) MP Board

**COMPUTER KNOWLEDGE**

Operating Systems: Win 98/XP/7, UNIX

Basic of Tally, MS-Office.

**CO-CURRICULAR COGNITIONS**



* **Associated with Management Institutes as a Guest Speaker/ lecturer, Indore.**
* **Attended Annual HR Meet, Indore (2015)**
* **Attended & Participated in Various Technical fest during Graduation**
* **National in “Volley Ball”.**
* **5th National Silambam “Stick Fencing” Championship (Organized by Medimix).**
* **15th National Jamboree “The Bharat Scouts & Guides” at Haridwar.**
* **Singing Competition “Won 1st Prize” Organized by ETV (M.P).**
* **Attended CEDMAP certification course organized by college itself.**
* **Participated in Marketing & Sales activities at village Simroll near Indore**

**HOBBIES**



When I am free, my first preference is to be with my family and friends. Besides that I like to Sing and Read novels frequently.

**PERSONAL VITAE**



**Father’s Name** : Late. Shri Baba Rao Tekade

**Mother’s Name** : Smt. Madhubala Tekade

**Date of Birth** : 22nd June, 1989

**Address** : Flat No. 101, Anand Apartment, Sapna Sangeeta

Indore (M.P.)

**Languages Known** :English, Hindi, and Marathi

I hereby declare that all the information provided by me in this resume is factual and correct to the best of my knowledge and belief.

**Date Ruchi Tekade**