RESUME

**Mr.ABHIJEET ANANTRAO GHODKE, HR & ADMIN,**

**INDIA**

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**Mobile No: +91 9404266995, 9921827206.**

**Professional Work History**

**Dynamic, Enthusiastic, Persistent and Results oriented Hard core HR Admin professional with 8+ years*’* experience in Talent Acquisition, HR Management, Administration and Office Management in Various Industries. Have worked in Production Management also before Starting HR Career.**

**Work Experience**

**A\*\*\*\*\* Seeds Pvt. Ltd. March 2021 – Till Date**

**Designation: HR, Admin, MCO Executive Industry: Seeds**

**Telly Soft Service Pvt.Ltd. Sept. 2019 – Feb. 2020**

**Designation: HR Generalist Industry: I.T Software**

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**LGB & Bros Ltd., June 2018 - August 2019 Designation: HRD Officer (HR & Admin) Industry: Manufacturing**

**Logicash Solutions Pvt. Ltd. June 2015 – June 2018 Designation: Sr.HR Executive (HR& Admin) Industry: BFSI**

**Sapsyss Solutions Ltd. Oct.2014 – June 2015 Designation: US IT Recruiter Industry: IT Staffing**

**Duties & Responsibilities:**

* **Administration (6 Years):** Handled all general administration related activities such as stationary, electricity & water bill payment, guest house requirements & bill payments, Releasing Notices & Display on Notice Board, Releasing Notifications for Newspapers and Web Portal, Communication with Government Bodies, Policies Preparation, Arrangement of Trainings-Meetings-Seminars, Event Management, Travel Tickets Arrangement, Preparing Shift Schedules for Security Guards & Housekeeping Staff and their bill payments, Support to EHS & ETP Officers, House Keeping Monitoring, Servicing & Maintenance of Office Assets, To attend guests & visitors, Canteen Administration, Uniforms Arrangements, Dispatching Couriers. To obtain office Stationery Requirement and Purchase, placing orders, filing documents

& bills, Staff supervision, Schedule Meetings, Training etc. and its Arrangements. To Conduct Annual Stock & Maintenance Audits. AMC Maintain & Renewals. Handling Front Office Management - Mail Communications-EPABX, Transport & Travel Tickets Arrangements, Purchase-Repair-Maintenance of Movable-Immovable Assets-Electronic Gadgets, Arrangement of Biometric Attendance & ID Cards, Supervise CCTV Surveillance, Vendor Management. Knowledge of e-Tenders & e- Auctions, Digital Marketing and Social Media Handling. Coral Draw, Canva, Photoshop, Adobe Illustrator.

* **Talent Acquisition (8.0 Years):** Recruitments, Job postings, Newspaper Advertisements, Campus Placement Drives, Interviews, employee recruitment cycle, offer and appointment letter preparation, End to End Recruitments of Staffs, Contract Labor Hiring, Master Database MIS updating, Searching CV's from various sources, Interviews Line- Up, Communication & Co- Ordination, Joining Processes Formalities, Talent Acquisition, Hiring workforce for company(End to End Recruitment) & Documentation for Full Time, Part Time, Contractual Employees, Outsourcing Employees, Online VRF Form Submission, Daily Recruitment Tracker Updating. Domestic Recruitment & Recruitment of IT Professionals working in USA, in their own country at different states. To submit the consultantprofile on Applicant Tracking System (ATS) & Generate ticket Number for Track Record. Also I did US IT Recruiter Work.

**Job Portals Used for Sourcing Cv’s:** Naukri.com, Shine.Com, Monster.Com, TimesJob.Com, LinkedIn, Dice, LinkedIn, Glassdoor, Career Builder, The Ladder, SmartRecruiter

**Hiring Levels:** Upto Manager Levels, Contract Labors & Company Roll Employees.

* **Induction, Orientation and On-boarding** (5.0 Years): Biometric registration, Induction, orientation, Documentation, Employee codes generation, Biometric Inclusion, ID Cards, e- mail, SIM Issuing, Bank Account Opening, Joined Employee Arrangement Introduction with current staff, carried induction process for new candidate hired & Orientation with different departments and respective In-Charge or TL & Staff. For Managerand down the ladder employees.
* **Legal Activities (6.0 Years):** To issue Offer Letters, Appointment Letters, Promotion Letters, Confirmation Letters, Salary Revision Letters, Warning Letters, Show Cause Notices,Termination Letters, and Transfer Letter Case to Case Basis.
* **Time Office, Payroll & Salary Process (7.0 Years):** Biometric attendance, payroll & salary processing, Attendance & Muster Roll Maintain, Beneficiary Adding, wage registers & salary slips.
* **Employee & Industrial Relations (7.0 Years):** Manpower Management, Labor Contract Management, Factories Act, to Handle Labor Issues. HR Business Partner.
* **Training Coordination (3.6 Years):** To arrange for employee motivational programs, trainings (Behavioral & Technical, In- house & External), Training need Identification, Skill Matrix, Employee Trainings & Feedbacks, On Job Trainings, Structural Audits, KPI, KRA, Job Roles & Responsibilities.
* **HR Policies and HR Manual (7.5 Years):** Implemented Different HR Policies, Spread awareness to all staff at branch & remote locations. Notice Period Policy Implementation. Maintain the Attendance registers, Muster record & Biometric Attendance submission to HO through putting Scanned Copies on FTP & Sharing Excel Sheet, Hard Copies with Payroll Input Record along with new joinee documents & documents of employees leaving the organization.
* **Workforce Management (7.0 Years):** Skill wise roll assignment, to keep supervision on all employees for Work, conduct &behavior.
* **PMS (3.6 Years):** Performance review, Performance Evaluation & Appraisal Exams Conduct Performance Monitoring, Appraisals.
* **Employee Benefits and Labor Welfare (7.0 Years):** Bonus Payments, Festivals, Birthdays & Event Organization and Celebrations, Employee Outing Plans, Incentives & Conveyances Payments, Employee Awarding Schemes, Health Camps arrangements, Sports Activities. Incentives, Bonus, Allowances & Conveyance, OYA.
* **Statutory Legal Compliances & Liasoning (7.0 Years):** Complete activity of PF, ESIC, PT, Gratuity, LWF, Employment Exchange, Form 16,

Mediclaim, etc. Knowledge of PF Form Online ECR Chelan Generation, Submission and Payment, Knowledge of PF Claim settlement (Online by UAN Site or Manually by forms 10C, 19, 15G, Form No. 31 filling), ESIC Online Chelan, ESIC TIC Preparing & organizing ESIC Camp, Form No. 37, 7A, Insurance Claim settlement through GPA & WCI, GMC Mediclaim for whom ESIC Not Applicable, Filing Application & Obtain Shop Act License, FormNo.16, Gratuity Forms Fill up & Obtained fromemployees.

* **Exit Formalities (6.0 Years):** Exit Interview, Submitting Clearance Forms with Exit Documents & handover Letter For FNF Settlement, To verify the FNF Calculations Shared by HO, to take follow up with HO to release FFS, Manage employee till they receive FFS, Experience Letter, No Dues and Chequeetc.,

**Softwares Used:** FactoHR, WalletHR, Tally ERP 9.0, Paylink, CMS, SAP, My Adrenaline, Matrix, Officexlr, Oboxhr, LENS,HandyTrain.

**Advanced Excel Tools:** VLookup, Hlookup, Pivot

Accounting Knowledge: Knowledge of In-Voice Preparations in GST Format using HSN Code.

**Production Management**

**Sterlite Technologies Ltd. June 2012 – June 2014 Designation: Process Associate (Production) Industry: Optical Fibre**

**Varroc Engineering Ltd. April 2011 – June 2012**

**Designation: Production Technician Industry: Automobiles Mfg.**

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**Educational Qualifications**

Alagappa University Karaikudi, TN

Master of Business Administration–HR (57.98%) May 2013

Dr. Babasaheb Ambedkar Marathwada University Aurangabad, MH

•Bachelor of Science (Computers, Physics, Electronics)(71.66%) Dec 2010

E• XTRA CURRICULAR:

Trainings, Courses and Certificates:

* Appreciated by Promising Newcomer - HR Certificate by Logicash during HR Meet Conducted at Corporate Office Mumbai in Jan-2016.
* Completed successfully Advance Corporate Practical Training on HR Practices from Pune’s Recruitment Firm “HR Remedy India” posterior to MBA.
* Entrepreneurship Awareness Program Certification by M.C.E.D.
* Audio Equipment Maintenance Course in Electronics by Deogiri College.
* National Certification for Best Handwriting.
* Owner at Shree Sai Jobs Placement, Advt. & Consultancy Services.

**SKILLS:** Recruitment, Training & Development, Sourcing, Talent Acquisition, PMS, Statutory Compliance, Payroll, Legal, Labour Laws, Factory Act, Administration.

**Aspirations:** Looking for Jobs outside India also across the world. Passport is already available. Will need VISAWork Permit from Hiring Company.

**Hobbies:** Travel to New Places, To Watch Cricket, News & Movies. Interests: Reading, Writing, Electronic Media, Social Networking

**Job Preference:** City: Any I Shift: Any I Willingness to Travel: Yes

**Personal Details:**

Date of Birth : 30/09/1989

Marital Status : Married

LinkedIn : https:/[/www.linkedin.com/in/abhijeet-ghodke-b44627a4/](http://www.linkedin.com/in/abhijeet-ghodke-b44627a4/)

Passport No : U6046182

Date:

Place: Chhatrapati Sambhajinagar Signature of the Applicant