

SIDDHARTH WAGHMARE

Rh No A-2, Pisadevi Park, Pisadevi, Aurangabad.
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Gurunanak Motors Pvt.Ltd.** Feb 2022 - Till date
HR MANAGER
Managing all the attendance & payroll process
Time office management Maintained biometric attendance of multiple branches.
Leave Management
General administration requirements of sales/ Service and Spare as per standard operating procedures.
Maintenance /issues of stationary and housekeeping items.
Handling 100% recruitment phases.
Updating and maintaining personal records of employees.
Formulation and issue of appointment letter/ Probation /Confirmation/ Memo etc...
To ensure proper induction program for new joiners.
Handling and managing meeting with TML
Handling all the contractors
Joining & Exit formalities
Maintained statutory compliance record.
- Unnati Vehicles Pvt Ltd** Mar 2020 - Feb 2022
HR Officer
Maintain of payroll and attendance through Biomatrix & physical register.
Preparation of statement of HR department and employee Joining/Exit formalities.
Up keeping updated employee personal filing.
General administration requirements of sales/ Service and as per RIPL standard operating procedures.
Maintenance/issues of stationary and housekeeping items.
Monitoring on housekeeping/ security/supply vendors.
Compliance and maintain record of factory/shop/MPCB
Coordination with HO regarding legal cases of customer and other
Communication/Liasioning with local authorities.
- Bafna Motor's India Pvt. Ltd.** Nov 2015 - Feb 2020
HR assistant
Time office management Maintained biometric attendance of eight branches.
Maintained personal file record of 300 plus employee's.
Handling security and housekeeping dept.
Prepared salary for on roll as well as contractual employee's.
Maintained leaves record.
Maintained scrap record.
Guest house and food record.
Handling and distribution of printed stationary for eight branches.
Enrollment of new employee in ESIC Portal
Updation of KYC
Prepared Offer Letter, Memo, Promotion Letter,
Inter Department Transfer Letter.
Maintained statutory compliance record.

- **Bafna Auto Car's India Pvt. Ltd.**
HR and Admin executive
To maintain biometric attendance.
Maintained 150 plus employees personal file record.
Joining and exit formalities.
Preparation of Offer letter, Leave management.
New joinee induction.
Enrollment of new joinee into ESIC Portal.
Recruitment as per requirement.
Vendor creation.

Feb 2014 - Nov 2015

Education

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| • Zeblearn Technologies Pvt Ltd
SAP HCM | 2023 |
| • Rajarshi shahu institute of management Aurangabad.
MBA | 2013 |
| • MSS Collage Jalna.
Bsc | 2010 |
| • Milind Collage Aurangabad.
HSC | 2005 |
| • C T M K Gujarati Highschool Jalna
SSC | 2002 |

Skills

- SAP
- ERP
- MS Exel
- MS WORD
- MS OFFICE

Interests

- Administration
- Payroll
- Recruitment
- Employee Engagement
- Personal Management

Activities

- Organized blood donation camp and other games activity of the occasion of Founder Day.
- Celebrate Diwali, Eid,Holi Ganpati and other festival with office staff.
- Organized free health and Eye Check up for staff and workers.
- Donate food ingredients to orphanage school

Personal Details

- Date of Birth : 12/06/1987
- Marital Status : Married
- Nationality : Indian
- Religion : Buddhist
- Gender : Male

- Place : Aurangabad

Languages

- Marathi
- Hindi
- English

Hobbies

- Listening to music
- Playing and watching cricket
- Mixing with people

Reference

- **Meenakshi waghmare - "Orchids international School Aurangabad."**
Administrator
Mjadhav221@gmail.com
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