

RESUME

Vinod Shamrav Chavan

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Career Objective

To become a hard - core HR professional, to work in challenging environment utilizing my knowledge and skills to contribute very best of my abilities towards the growth and development of organization to pursue a challenging and rewarding career.

Synopsis

- MBA in Human Resources Management
- Creative professional with around 05+ yrs of exp as HR & IR activities
- Proficient in using various job portals
- A good team player with strong interpersonal and communication skills
- A good analytical and logical skill.
- Positive attitude.

● **Professional Experience**

Name of Organization: "Vardhman Precision works."

Tenure:- Dec 2019 to Continue

Job Title: HR OFFICER

Location: Aurangabad

Name of Organization: "Cosmo Films Limited."

Tenure:- July 2016 – Nov 2019.

Job Title: HR OFFICER

Location: Aurangabad

Profile Description:

- Maintaining monthly bills of contractors using manual.
- Maintain statutory compliance & Maintain Contractor Register,
- Recruitment process: check resume and co-ordinate with candidate for interview.
- Monthly Misconduct report, Agreement of Contractors and employee etc.
- Arranging manpower as per requirement of production department & deal with contractors.
- Daily Attendance musters completion & adding extra working of operators & Contract Workers.
- Working on P.F. withdrawal & Using PF online software for Challan & details of employees.

- ⊕ Completing all formalities of New Join Employees like: collecting all essential documents, bank account formality, appointment letter, providing uniform etc.
- ⊕ Maintain monthly, weekly MIS report.
- ⊕ Setup and coordinate meetings and conferences & Handling employee's grievances.
- ⊕ Communicate with supervisors and managers.
- ⊕ RC Registration.
- ⊕ License for a renewal company.
- ⊕ Contract annual return.
- ⊕ Making show causes letter, warning letter, Suspension letter, termination letter,
- ⊕ Others work as and when assigned by the Reporting HR Manager.
- ⊕ Monthly audit statutory compliances all contractors wages register, Attendance sheet , PF challan, ESIC challan, PT challan, payment sheet bank.

- **RECRUITMENT & SELECTION**

- ⊕ Arrange interview.
- ⊕ Issuing offer letter, identity card and preparation of his induction program.
- ⊕ Make entry in software personal information of the employee.
- ⊕ Provide Identity cards to new joining employees

- **STATUTORY COMPLIANCES**

- ⊕ ESI, PF, UAN PF link procedure.
- ⊕ Pf, ESIC new employees registration.
- ⊕ Employees Pf left date updated system as per ECR.
- ⊕ Handling all apprentice legal authority of APP & Contract form.
- ⊕ Co-coordinating in PF formalities.
- ⊕ Prepare form No. 19 & 10C (PF withdrawal) for exit staff & workers & other withdrawal form.
- ⊕ Sending monthly addition details of PF form 11 & KYC data for PF Record

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- **USE TIME OFFICE SYSTEM**

- i.e. Savior, Star Link , Minerva & Success Factors, Keep record of Location Waluj & Shendra employees Staff , Operators , Trainee attendance , outdoor duty, lop monthly, tracker maintain daily ,leaves, shift templates and forward for payment to HR manager.
- Staff &Trainee Employees absent Warning letter Issue.
- Visit to mathadi office mathadi bill proses all completed, mathadi letter issue mathadi office (all mended Calculation method).

- **SAP SYSTEM RELATED WORK**

- Purchase Requirement.
- ME 51N- Create Purchase Requisition.
- MB21- Create Reservation.

- **ACHIEVEMENTS**

- Certificate in Typing English 30 & 40.
- Certificate in Typing Marathi 30.
- Certificate in Tally ERP 9.
- Certificate in MSCIT.

ACADEMIC QUALIFICATION

Examination	Institute / school	University / board	YoP	%Of Marks
MBA (HR)	Aditya College, Beed	Dr. B. A.M.U., Aurangabad	2020	74.92
B Com	Vaishnavi College, Vadavani, Beed.	Dr. B. A.M.U., Aurangabad	2016	59.25
BA	Sunderrao Solanke M .	Y C M NASHIK	2014	54.33
HSC	Sakharamji Naik junior college, Parli.	Maharashtra state Board	2011	51.83
SSC	Parli Vaijnath Vasant NagarParli	Maharashtra state Board	2009	67.26

PERSONAL DETAILS

-  **Date of Birth** : 20th June, 1993.
-  **Languages** : English, Hindi & Marathi.
-  **Gender** : Male.
-  **Marital Status** : Married.
-  **Nationality** : Indian.
-  **Hobbies** : Swimming & Music.
-  **Correspondence Address**:- N-11, A/121, K-45/14 Navjeevan Colony, Hudco Aurangabad.Pin code: 431001.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Current Salary :- CTC 3 LPA.

Expected Salary: - Negotiated

Notice Period :- 1 month, can join immediately.

Location :- Aurangabad

Date:

Place: Aurangabad

VINOD SHAMRAV CHAVAN

