**Resume**

**Name: Prathmesh S. Kamble**
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**Mobile**: +91 8097469683 / 9653660296

**Date of Birth ˸** 27th April 1993

**Address:** Sector no. 9, plot no. 46, Flat no. 403/ A wing, Shri. Ganesh Krupa Apartment, Kamothe, Navi Mumbai – 410 209.

**Career Objective**: **A position in Human Resources Management which will require me to apply my education and work experience to assist the company in the accomplishment of its goals.**

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| **ACADEMIC EXCELLENCE** |
| **Degree** | **Institute and University** | **%** | **Year** |
| **MLS**  | LNML Maharashtra Institute of Labour Studies, Mumbai University | 61.75% | 2016 |
| **BSW** | Mumbai University | 60.00% | 2014 |
| **H.S.C.** | Maharashtra State Board | 50.83% | 2010 |
| **S.S.C.** | Maharashtra State Board | 57.53% | 2008 |
| **WORK EXPERIENCE** |

**Ipca Laboratories Ltd. Pharmaceutical company Since May (2017)**

Reporting to the GM **|** HR – Domestic & Mrkt.

* **Executive | HR – Domestic & Mrkt.**
* Prepare & issue various reminder, warning, show cause etc. letters pertaining to the grievances (Absconding, Punishment transfer, Fake doc etc.) of field employees.
* Prepare and send reply letters to the notices in the matter of ALC/ Labour court/ tribunal/ union etc.
* Co-ordinate with field employees, managers and local lawyers.
* Co-ordinate with company lawyer for various approvals.
* Designed & maintain various trackers, checklist, forms etc.
* Updating & maintain PAN India Minimum Wages.
* Handling the death compensations matters and maintains various records.
* Employment verification of selected employees.
* Conducting induction (PF, ESIC & Gratuity) for field employees.
* Generating offer letter, appointment letters to field employees.

[**Karma Management Consultants Pvt. Ltd**](http://www.karmamgmt.com/) **(Mumbai) (May 2016 – May 2017)**

Reporting to AGM **|** Compliance

* **HR. Executive | Audit & Compliance**
* Handling all the Returns & Registers for pan-India clients

(Maternity, CLRA, Payment of wages, Minimum wages, Bonus etc.)

* Attend Audit review meeting and briefing the vendors as well as the client about non compliance issues.
* Maintaining employee’s personal files and record.
* Maintain Monthly registers for Pan India clients on E-doc. (Karma’s Portal)
* Working On Shops & Establishment Registrations/Renewals/Name Change For Maharashtra
* Conducting Vendor Audit as per organization checklist.
* Maintain leave record for workers, trainees & officers.
* Conducting telephonic and Personal interviews in coordination with the departmental heads.

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| **POSITIONS OF RESPONSIBILITY** |

* **Head -** Sports Committee Head for College of Social Work Nirmala Niketan (BSW) **| 2013-14**
* **Team Manager -** Street play/ Puppet show Coordinator for Population First, NGO **| 2013-14**
* **Representative -** Part of Rural Camp Committee (Nirmala Niketan) **| 2012-13**

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| **EXTRA-CURRICULAR ACTIVITIES** |

* **Certification – Certified Labour Welfare Officer** | (2016)
* **Certification - MS- CIT**, **Typing**– 30 (English), **Typing**- 30 (Marathi)
* **Member - “Shrmik Mahila Sanstha”** (working for the welfare of underprivileged women’s)
* **Volunteer -** Summer internship in **Garbage Concern Welfare Society**, NGO **|**  **(2 months)**
* **Volunteer –** Participated in ‘Human Rights Day celebration’ and presented one case study on

 Child Marriagein Sarva Vikas Deep, NGO (Mangoan)

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| **INTERESTS** |

* Loved to Participate in awareness programmes or any other social welfare activities.
* I am an athletic person love to play all the outdoor games, especially cricket.

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**Place:** Navi – Mumbai

**Date: Prathmesh S. Kamble**