**Mahesh Wamanrao Rathod**.

Email address - mwrathod26@gmail.com.

Mob no’s – 9321690859

Address – Room no - 1105, 11th floor, C – wing, Orchid building,

 MMR social housing society, Sector – 10, Taloja – Kalyan MIDC road,

 Golden Dream – Crown (Palava city), Khoni, Kalyan, Thane – 421204.

## Objective

 To pursue a career in Human Resources and Industrial Relations, enhance my growth in corporate world, enrich my knowledge base and enable me to contribute towards company’s long-term objectives.

## Educational Qualifications

**2009 - 2011 M.L.S**. **(Masters of Labour Studies)** from Mumbai University with 58.25 % specialization in Human Resource and Industrial Relation my core subjects include Labour Laws, Human Resource and Industrial Relation.

**2004 - 2008 B. sc (Agriculture)** from Dr. PDKV Akola University with 69.20 % my core subjects include Agriculture, Horticulture and Animals Husbandry.

## Additional Qualification

Registered **"LABOUR WELFARE OFFICER"** norms and regulation exam conducted by Commissioner of Labour Office Bandra, Mumbai. (**Government of Maharashtra**).

## Technical Skills

MS-CIT

* Operating Systems: Windows 2007, 2003, XP.
* Application Packages: MS Office.
* Well versed with Payroll software (SAP HR, Spine, Poornta, Human ware)

## WORK EXPERIENCE SUMMERY

1. **Paramone Industries Private Limited**. Manager – HR and Admin, Octo 2019– March 2020.
2. **Bewakoof Brands Private Limited**. Manager – HR and Admin, Aug. 2018 – Octo 2019.
3. **Aditya Birla Fashion and Retail Limited Mumbai**. Sr. HR Executive - HR, Sept 2017 – Aug 2018.
4. **Inox Leisure Limited Mumbai**. Executive - HR May 2014 - Sept 2017.
5. **India United Textile Mill Limited Mumbai.** HR – Executive Aug 2011 - Mar 2014.

##  Professional Experience

**HR Operations and Service Delivery -:**

* Implementing HR policies and SOP in the organization
* Addressing HR operational issues related to HR policies, PF, Leave record, F&F, Salary reimbursement etc.
* To assist my seniors in Manpower Budgeting & Costing
* Ensures Policy Adherence and taking disciplinary actions for non-compliance
* Maintaining Leave Records, attendance, Performance Based Incentive Calculation
* Preparation of various letter and formats like Offer letter, Appointment letter, Promotion letter, Increment Letter, Warning Letter.
* Preparation of HR MIS reports.

**Contract Labour Management -:**

* To manage contract labour comprising 100+ contract workmen & contractors with their deployment & compliance under contract labour and all applicable act.
* Ensure that all the Contractors are following the provisions of Contract Labor (R & A) Act, 1970 along with the all other applicable laws (i.e. licensing under CLRA & Minimum Wages Act, etc.)
* To keep the R.C. updated under Contract Labor (R & A) to file return under CLRA and maintain various registers and records being a principal employer
* To enter into agreement with the contractors being a principal employer.

**Industrial Relation -:**

* Helped in maintaining relations amongst employees and developed cohesive teamwork maintain discipline for grievance handling.
* Drafting warning letters, caution letters, advice note, show cause notice.
* Dealing with unions, liasoning with government officials (Labour, PF, ESIC, Security Guard Board)
* Prepare monthly IR and ER MIS.
* Handling employee grievances

**Compliance and Liasioning -:**

* To handle legal compliance under Shop and Establishment Act, Contract Labour (R & A) Act, Payment of Wages Act, ESI Act, EPF Act, Payment of Gratuity Act, ID Act, Payment of Bonus Act, POSH and all other applicable acts
* To maintain registers, file return & display notices/abstracts under various laws
* Visiting external government agencies like Labour Commissioner Office, EPF office, ESIC Office, Shop Inspector office, Labour court Office.
* To keep record under various laws so as to present as and when required by the inspection personnel.
* Visiting external government agencies like Labour commissioner office, PF office, ESIC Office
* Verifying challans of ESIC, PF and P Tax on monthly basis

**HR Payroll Processing -:**

* To give payroll inputs and ensure timely and ensure disbursement of salary and other cash benefits to the employees.
* Coordinate with accounts team after disbursement.
* Ensuring employee queries are satisfactorily closed
* Distribution of salary slips.
* Describing new joined with deduction explanation
* Collecting Investments proofs.
* Making contract bill invoice monthly.
* Verifying manpower contract billing on monthly basis

**Employee Relations and Engagement Activities -:**

* Visiting the departments regularly for addressing the concerns of the Employees.
* Program like Monthly awards, Monthly meeting, Training Sessions, Feedback sessions
* Communicates HR processes to employees.
* To conduct routine checks on staff behavior, wearing of nametags, staff I.D. cards, and taking disciplinary action when required.
* Employee birthday celebration and employee event calendar making.
* Arrangement of Employees engagement activities. Weekly Meetings, Rewards & Recognition, Festival Celebrations and fun activities

**Human Resource Planning and Recruitment -:**

* Responsible for Manpower Planning
* Responsible for talent acquisition through Consultants, Employee referrals.
* Maintain organization charts and staffing lists to identify current staffing and vacancy data.
* Develop and maintain MIS to ensure the accurate maintenance of staffing data.
* Responsible for END to END recruitment within pre-defined budget and time.

**Training & Development -:**

* Maintain close communication with managers and staff to discuss training needs
* Maintain up-to-date and accurate training records for all staff in SAP and Cynergy (Wooqer).
* Maintain an up-to-date and accurate database of training reports & Calendars.
* Make all necessary administrative arrangements for the running of training programs.
* Preparing monthly Training reports and identifying training needs & skills to perform a job

**Personnel & Administration -:**

* Handling employee separation i.e. resignation and termination
* Calculating Full & Final (F & F), PL Encashment & Exit formalities.
* Conducting exit interview
* Maintaining Employee Records – Coordinating, Personal files (Dossier).
* Looking after the insurance policies, such as Medi-claim, Personal Accident
* Time Office Management in SAP & POORNATA. (Maintaining the record of attendance & leave)

## Achievement & Awards

* Bagged 2nd prize in General knowledge examination 2001 at District level (Yavatmal).
* ‘Runner up’ in Quiz Contest MLS Part- I and MLS Part- II at MILS Parel, Mumbai.

## Extra-Curricular Activities

* Awarded ‘man of the series’ in cricket annual gathering-2008 at college of Agriculture Darwha, Yavtmal.
* Participated in M.C.C. (Maharashtra Cadet Corps) at high school level.

## Strengths and Capabilities

* Motivated
* A good listener
* Time Management

## Personal Details

**Date of Birth:** 26th June 1985.

**Status:** Married.

**Hobbies:** Listening music & Playing Cricket.

**Languages Know:** Marathi, Hindi and English. (Read, Write & Speak)

I hereby declare that the above stated information provided by me is true.

 Yours Faithfully

 

 **Mahesh Rathod.**

**Date**: 22nd December 2020.

**Place**: Thane.