## Pranjal R. Wankhede

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**9867292784/7304601727**

**Career Objective**:

To Work in professional and challenging environment, which provides an opportunity to learn, apply skills acquired to meet business requirements and satiate the craving to take more and more responsibilities and grow with the organization. At the same time upholding & contributing towards its values, integrity and goals.

**Professional Experience**:

1. **Vedant Dyestuffs & Intermediates (P) Ltd. (From July 2018 to till date )**

**Designation:- Sr.HR/Admin Executive**

# HR Operation:

* Instrumental in setting up and streamlining of HR operations (putting a rigor to Joining and Exit Process, Comp -offs, Maintenance of Employee record files, Employee Salary Account opening, Issuing Appointment Letters, Confirmation Letters, Full and Final settlement etc.)

**Recruitment:**

* Sourcing resumes through job portals, existing database, walk-ins, candidate references and employee referrals for internal recruitment. (Naukri, Shine, Apna, Workindia, Careesma etc.)
* Placing job advertisements on recruitment portals or newspapers.
* Initial screening and validating the profiles based on qualification, years of experience, number of implementations, and consistency in their work.
* Personal interaction with the candidates and scheduling analytical skill test.
* Conducting HR Interviews for the short listed candidates.
* Negotiate salaries and make offers to the prospective candidates.
* Maintain MIS for managing candidates and applications and preparation of daily and monthly reports.

**On boarding (Joining formalities):**

* On boarding of new entrant.
* Preparation and maintenance of personal files and updating of personal file on regular basis.
* Schedule & organise induction programmer for new joiners.
* Conducting employment verification and medical check-ups.
* Opening of bank accounts for newly joined employees.

# Employee Relation:

* Handling employee grievances, misconduct and resolving the same Insubordination, and exit interviews, Full and Final Settlements etc.
* Maintaining a harmonious work climate by meeting the employees regularly to understand their problems and solve them.
* Maintaining records of personnel regarding organization.

**Payroll & Salary Administration:**

* Submission of salary inputs of employees every month for payroll processing.
* Issuing notice pay recovery and relieving letters.
* Coordinating with salary queries and feedback.
* Monthly inputs on medical insurance, Group personal accident insurance and Group Gratuity Insurance TPA.
* Issuing health cards and supporting employees on health insurance issues.
* Validation of new joiners files and Creation of employee codes for new joiners.
* Employee personal data & files management.
* HR operations process improvements.
* Preparing & sharing of employee data base as required clients.

**Statutory Compliance Management:**

* PF, ESIC, LWF & Profession Tax
* Court Cases, Labour Office matters
* Handle Union activity
* Maharashtra Government all licenses (Related to Factory) like Form No.3 & Form No.27.
* Coordinating with labour department for obtaining factory license
* Issue warning Letter.
* Registration of establishment through online portal.
* Obtaining Maharashtra Pollution Control Board NOC
* Safety Committee and 5S maintenance
* Event management, celebrations.
* License Renewal for HR Compliance like Factories Act, 1948 Form no.3, Form No.5, Form No.11/12, Form No.20, Form No.27, Form No.29, Form No.30.

**Contract labour management:**

* Registration of contract labour for certificate at labor department
* Engaging contract labour for plant operations
* Issuing form, no 5 to contractors
* Preparing contract agreements and terms & condition
* Negotiation of service charges & payment duration
* Verifying PF & ESI, ECR, invoice copies of contractor

**General Administration**

1. Having good command over English speaking and also written communication. 2. Attendance, Leave for yearly and monthly updating in system and manually also.   
3. Maintains security by following procedures; monitoring logbook; issuing visitor badges etc.  
4. Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.  
5. Organize and schedule meetings.  
6. Maintain contact list.  
7. Prepare and distribute correspondence memos, letters and forms.  
8. Develop and maintain a filling system.  
9. Assist in the preparation of regularly scheduled reports.  
10. Develop and fill systems.  
11. Order office supplies.  
12. Book travel arrangements.  
13. Submit and reconcile expense reports.  
14. Preparing statutory accounts.  
15. Calculating and checking to make sure payments, amounts and records are correct.  
16. Sorting out incoming and outgoing daily post and answering any queries.   
17. Managing petty cash transactions.  18. Timely Courier Dispatch and Follow up of emergencies courier. 19. Housekeeping management of all plants. 20. Utility services and payment like MIDC Water bill, Electricity bill, Corporation Tax etc. 21. Responsible for all Liaisoning parts belonging to the factory.

22. Stationery Management and maintain stock on monthly basis and control the cost of stationery.

1. **HealthindiaInsurance TPA Services (P)Ltd. (July 2016 to June 2018)**

**Designation: – Human Resources & Administration**

**Duties & Responsibilities:**

**Recruitment:**

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* Initial screening and validating the profiles based on qualification, years of experience, number of implementations, and consistency in their work.
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* Maintain MIS for managing candidates and applications and preparation of daily and monthly reports.

# Joining and Induction:

* Completing joining formalities
* Conducting induction for new joiners

**General Administration**

* Renewal of all branches Shops & Establishment License.
* Renewal of all branches Leave & License Agreement on time to time.
* Provide all necessary documents to accounts dept.
* Payment of Utility services.
* Co-ordination with vendors on time to time regarding services.
* Hotel booking for respective persons.
* Travel booking like Flight, Train or Bus for respective persons of Companies.
* Maintaining the call list registers.
* Keeping track of the leave of the employees.
* Providing the necessary stationery and access cards.
* Keeping track of birthdays of the employees.
* Maintaining all register and verifying every week.
* Office maintenance.
* Housekeeping management.
* Vendor management of types
* Taking care of all Assets of office like Laptops, PC’s,Telephone instruments.
* Take of Server rooms of all machinery etc.
* Cross checking of all PRI Lines working properly or not.

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# HR Operation:

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1. **Suyog Hospital, Nashik (Feb-2014 to Apr-2016)**

**Designation: Officer – Human Resources & Administration**

**Duties & Responsibilities:**

Suyog Multi Specialty Hospital, Nasik is one of the fastest growing hospitals and servicing with wining awarded hospital by IMO-Nasik. It has almost more than 50 + employees working in their in house with 50 bedded hospital. I am responsible for the Entire Functions of HR Department.

* Salary processing of all employees & maintain all employees’ personal files, Vendors agreement, Leave & License agreement etc.
* Maintain register of all Hospital Equipment, Corporation PCPNDT reports and submitted to corporation on time. etc.
* Hospital Cleaning and other maintenance.
* Monitoring hospital staff.
* Recruitment of Department wise suitable candidate.
* Preparing duty schedule on emergencies.
* Stock maintain, stationary stock
* Staff duty list-making follow-up
* Staff Training
* Staff dress code and I-card
* Staff In-out time
* Staff leaves application
* Staff Arrangement
* Hospital cleaning
* Reception Training
* Well approach about OPD patient
* Patient to patient round (Medicine, cleaning, changing & complaint)
* Maintain registers list in ICU & G.W
* Complaint box
* Attain IPD admit patient immediately & manage with Drs & Nurses
* Check room & bed of discharge patient whether everything is in place
* Night staff duty over
* (DAY STAFF TIMING)
* In/Out register
* Discipline all staff
* Behavior of staff & leave sanction adjustment
* Patient’s round & complaint solving
* Action against misbehave & work not done
* (STOCK MAINTAIN)
  + Bead sheets
  + Linens
  + Stationary
  + O.T

Register maintain & checking

Cleaning & attendance

IPD patient attendance & deposit information

Discharge patient round & checking feed back

**Qualification:**

* Master of Commerce (Business Administration) from University of Pune, India. 2014
* Bachelor ofCommerce from University of Pune, India. 2010
* Post Graduation Diploma in Human Resource Management from Welingkar Institute of Management, Mumbai 2015
* Diploma in Labour Legislation &Labour Welfare (DLL&LW), University of Pune.2017

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

Date: Place: Mumbai