

RESUME

Name : Aditya Prakash Redekar (HR & Admin)

Email Id : adityaredekar123@gmail.com

Phone No : 7709702944 (Hello and what's app.)

✓ Experience Details

- 1) Working in Chheda Specialities Foods Pvt. Ltd. Wada as an '**Senior Executive – HR & Admin**' since Feb 2024. Reporting to COO.
- 2) Worked in Vedanta Metacast Pvt. Ltd. pune as an '**Senior Executive – HR & Admin**' since Oct 2022 to Sep 2023. Reporting to HR Manager & Plant Head.
- 3) Worked in Tarawade Logistics Pvt. Ltd pune as an '**Senior HR Executive**' since 01 Aug 2021 to 31 Oct 2022. (Job left due to on contract)
- 4) Worked in Weikfield Foods Pvt. Ltd, Pune as an '**HR Executive**' since Dec 2020 to Jul 2021. (Job left due to on contract)
- 5) Worked as a '**HR Assistant**' in Sparkle Facility Services Pvt Ltd., Mumbai since Feb 2017 to December 2020. (Job left due to lockdown)

✓ Professional Synopsis :-

Over all experience in manufacturing unit, Service sector / Facility Management. HR Functions, Contract Labour Management, 100% Compliance in statutory, customer audit, social audit, Internal External various Audit, Payroll Administration, Performance appraisals-target-goals-achievements-reward, Manpower planning Budget, Needs of Training, Employee engagement / Welfare activities. Identify training needs, P.F. E.S.I.C inspections, exit formalities, wage agreements.

✓ CORE COMPETENCIES

1) Statutory, social & customer audit compliance

Achieved in statutory compliance as well as financial audit, internal, external audits, Social compliance customers audit at various manufacturing units & facility management locations in Maharashtra & Gujarat as per factory & Shop & Establishment organization with out NC. Successfully covered P.F., E.S.I.C. mines safety audit/ inspection. Factory Inspector inspection fatal / non-fatal accidents compliance without NC. Carefully & in time submission of all necessary required returns monthly, quarterly, half-yearly and yearly. Visit various sites & clients for compliance purpose. Implementations of minimum wages, D.A. structure in CTC frame.

2) Employees Engagement

Effectively lead & supported Employee Engagement initiatives through various committees, Suggestion Scheme, Quality Circles, Employees Satisfaction Surveys, Safety Month, Birthday Celebrations.

3) Training & Development

Identifying the training needs, consolidating the needs and conducting the Training programmers as per the training calendar. Monitoring the effectiveness of the Training programmers for both on-Job and off-job trainings.

4) MIS

Generating HR MIS, HR monthly reporting to seniors. Providing information and data to management and handling all reporting as and when required by the Group.

5) Personnel Management & Safety, Health, Welfare

Payroll (TCS, dot net, excel), P.F, E.S.I.C, LWF, Gratuity, Bonus, Leave, overtime, extra efficiency rewards, statutory returns under various factory act. Entire HR function, liaisoning with Dy. Directory safety, health, Labor Commissioners' office, Timely distribution / credit of Salaries / wages, Incentives, implementation and follow up with minimum wages, D.A., Salary structure, etc. Organize Canteen, safety committee, meeting, safety of employees, action plan regarding accident analysis and display for creating awareness. Goal achieved of zero accident cases. Welfare: - Health awareness programmers, Medical checkup by factory inspector approved Doctor as well as first aid, lockers, and general housekeeping. Canteen administration, formation of canteen committee, meetings, maintains good hygienic condition, canteen grievances solution on daily basis.

6) IT skills

Well verse with MS office, word, excels, TCS system, and dot net system. Bio metric (thumb & Face punching) connected to payroll.

7) General Administration

Visited Govt. and non-Govt. offices, Local Authorities Administrative work, Local villager's issues, Police Station. Preparation of news as per fact basis & related proof. Colleting the various data from Police Station, Corporation, Village level and submitted to editing department.

✓ Educational Profile:-

B.A. Shivaji University. 2020 60.11%

H.S.C. Board. 2015 70.77%

S.S.C. Pune Board. 2013 59.20%

MSCIT in 2013 with 98% Marks.

✓ Personal Details:-

Present Address :- Gut No. 115, Manor, Wada - Manor Rd, Ambhai, Palghar, Maharashtra 431112.

Permanent Address : At: - Lingnur (K. Nesari), Po. Mungurwadi, Tal. Gadhingalej, Kolhapur.

Date of Birth :- 10th December 1997

Gender :- Male

Nationality :- Indian

Languages Known :- English, Marathi & Hindi

Marital Status :- Unmarried

Father :- Farmer, **Mother :** Farmer, **Sister :-** One Married.

✓ Extra Activities & Hobbies

Writing, Reading of Newspaper, Hardworking.

Aditya Redekar