**Curriculum Vitae**

Sagar Ashok Kale E-mail:sagarkale64@gmail.com

MBA-HR Contact:9637276000

**SUMMARY**

Human Resource professional with 7 years of experience with strong business partnering skills in specially in Contract Labour management, Industrial Relations, Labour Laws, Recruitment, Factory Administration work have been remained as career driven areas over the period and has helped me to grow over as HR Generalist professional.

**SPECIALITIES**

* Payroll Management
* Statutory Compliances
* Industrial Relations
* Labour Laws
* Time Office
* Contract labour Management
* HR- MIS
* Employee Welfare & Administration

**Professional Achievement:**

1. Tackling three plants of group of companies. While executing all functions of H.R. of & I.R. for these three plants executed Lay Off, Retrenchment, Closure for one plant due to lack of orders.
2. Accuracy in contract workmen’s monthly billing thru Bio-Metric attendance system implementation. Curtailment of 20 % non-required manpower by training system of Apprentice, GET.

**Detailed Professional Experience**

**At present I am associated with Nath Bio-Genes (I) Ltd. - Aurangabad, As an Executive (HR & Admin) Appx. Manpower -650 and Reporting to Lead HR & CPO.**

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| **Nath Bio-Genes (I) Ltd.****22-Jan-2021 to till date** | 1. Pay roll Management ( On Roll & Off Roll)
2. Statutory Compliance
* Enrolling new PF members in EPFO Portal & KYC Updation.
* Prepare Monthly PF, ESIC & PT Challans
1. Time Office Function
* Maintain daily Manpower report & absentees report
* Maintain Payroll, F & F ( Pan India) Software (HR Gird & Info Gird)
1. Administration: Security, Garden, Canteen, House Keeping, Plant Management, Transportation etc.
2. HR MIS
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**Associated with ASR Machine Tools Pvt Ltd. (Group of companies) As a Assistant Manager-**

**(HR & IR) & Reported to Managing Dirctor.**

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| **ASR Machine Tools Pvt Ltd.- Aurangabad.****09 August 17 To 30 September 20** | **A. Contract Labour Management:*** End to End documentation of Contract Labours
* Ensure compliance related to various returns under Contract Labour Act
* Amendment of RC on time
* Monthly audit of contractors
* Maintaining various records under contract labour act (Contractor)
* Maintaining Contract Labour CTC Master etc.,

**B. Industrial Relation:*** Warning Letter
* Show cause Notices
* Charge sheet

**C. Domestic Enquiry proceedings****D. conciliation Proceedings****E**. **Layoff**, **Retrenchment & Closure****F. Employee Life Cycle Management:*** 1. On boarding & Induction – 1. Complete joining formalities 2. Schedule, Implement and Review Plant Induction, Induction feedback, Track partially completed inductions
	2. Transfer
	3. Exit Management

**G. Payroll Management (Relyon - Saral PayPack)**1. Payroll processing2. Submitting challans of PF. ESIC, PT & LWF**H. HR MIS:*** Exposure to total cycle’s fron Recruitment to separation.

**I. Employee Grievances:*** Grievances pertaining to facilities such as Personal Protective Equipment’s, Transport, Security, Uniform, Events, Canteen

**J. Statutory Compliances:*** File returns under Factories Act, Contract Labour Act, PF, ESIC, LWF, PT, Factory License renewal etc;

**K. Govt Liaison:** Labour Department, Joint director industrial health and safety, Industrial and Labour court, PF office. **P. Administration:*** Ensure facilities like Transport, Canteen, Security & house keeping
* Day to day factory administration.

**Associated with Som Autotech Pvt. Ltd. - Aurangabad, As an Officer (HR & Admin) Appx. Company Staff -220 and Contract Manpower – 750 Reporting to Sr. Manager-HR.** |
| **SOM Autotech Pvt Ltd.** **22 Feb 2015 To 01 August 2017** | **Officer HR & Admin**Role is to support Unit Head HR in Contract Labour Management, Labour laws & Admin fronts. 1. **Contract Labour Management:**
* End to End documentation of Contract Labours
* Amendment of RC & license
* Maintaining various records under contract labour act (Contractor)
1. **Wage & Salary Administration (Saviour)**
2. **Statutory Compliances**
3. **Training & Development**
4. **Administartion**
5. **Time Office**
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| **Birla Precesion Technologies Ltd.****22 July 2013 To** **18 February 2015** | **Management Trainee**Role is to support Unit Head in HR & Admin **Time Office:*** Co-ordination in Preparing the Appointment letter for new joiner.
* Maintain Employee master Database, personal files.
* Maintain Attendance register i.e staff & workers
* Prepare leave card & leave register of staff & workers
* Staff & workers salary & wages preparation Full and Final Settlement
* All formalities from joining to exit.
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**Personal Profile**

Name: Sagar Ashok Kale

Date of Birth: 12/08/1986

Sex: Male

Nationality: Indian

Marital Status: Married

Present Address: Orange City A wing, Indrashubh Apartment, Flat No- A 16, Behind Best Price Mart, Paithan Road, Satara Parisar Aurangabad, 431001

**Qualification**:

* MBA with specialization in HR from Dr. Babasaheb Ambedkar Marathwada University with 63.20%.
* Bachelor of Science (BSc) 50.06%
* H.S.C. From Pune Board With 51.67%.
* S.S.C. From Aurangabad Board With 60.26%.