**MANOJ PAKADE**

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Mail Id:manojpakde@gmail.com

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| **Career Objective** |

* Seeking a position in a well-known organization as Technology & Management to use my experience for the better growth and profitability of the firm.
* An exposure with 5+ years of hands on experience in HR & Administration and Team Management
* Track record of consistently achieving the projected targets at branches, building dynamic teams, identifying high-yielding services and products during the career span.
* Demonstrated abilities in cementing healthy relationship with the clients & Vendors for providing them the best business service and leading workforce towards accomplishing business and corporate goals.
* Proven skills in managing teams to work in sync with the corporate set parameters & motivating them for achieving business and individual goals.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

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| **Core Competencies** |

* Good knowledge of working on PF and ESIC.
* Employee relation skills.
* Problem solving skills.

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| **Personal Detail** |

* Name : Manoj B. Pakade
* Date of Birth : 01-FEB-1981.
* Sex : Male.
* Major : B.B.A.
* Nationality : Indian.
* Marital Status : Married.
* Languages Known : Marathi, Hindi and English

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| **Work Experience** |

**1)Company Name : Strongbuilt Constructions Pvt Ltd.**

 **Designation : HR & ADMIN**

 **Duration : 23 March 2019 To Till Date**

 **Project Name :- Mahindra Bloomdale Project Nagpur**

 Strongbuilt Constructions Private Limited is a Private incorporated on 14 February 2011. It is classified as Non-govt Company and is registered at Registrar of Companies, Mumbai. Its authorized share capital is Rs. 1,000,000 and its paid up capital is Rs. 666,670. It is involved in Building of complete constructions or parts thereof civil engineering.

Strongbuilt Constructions Private Limited's Annual General Meeting (AGM) was last held on 29 September 2018 and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on 31 March 2018.

* Responsible for Labour Management.
* Process weekly fooding allowances (Labour Contractor, Machineries Contractor)
* Monthly process Vehicle bill Verify & Check.
* Exit/F&F Settlement.
* Induction & Training
* Managing all the statutory compliance.
* Maintaining Workman Register
* Maintaining Muster Roll of Labour.
* Maintaining Loss & Damages Register.
* Maintaining Overtime Register
* PF UAN activation & Generation.
* Managing complete PF and ESIC cycle.
* Attendance and leave management.
* Organizing events and other activities.
* Daily mail Reporting of Resource deployment to Reporting Person.

**1) Company Name:** Sudhir Constructions Infraspace Pvt. Ltd**.-(PCSJV-METROCAR DEPOT PROJECT AT MIHAN).**

**Designation:** HR & ADMIN OFFICER.

**Duration:** 10 October To 31 Dec. 2019

**Project: METRO MIHAN CAR DEPOT AT KHAPRI, NAGPUR. (N.M.R.C.L)**

Since the inception of Sudhir Constructions in 1996, it has continuously risen to meet the ever-growing infrastructural needs of the past two decades. Under the guidance and vision of our prolific leaders, SC became a major force in the multi-faceted and challenging construction industry. SCIPL is now the fastest growing company working on a multitude of projects across India. SCIPL has recently developed the MMLP Depot at MIHAN for CONCOR and is currently working on two major projects from Maharashtra Metro Rail. With major success and experience behind us we continue to develop various projects viz. Railways, Power House Works, Ash Bund, High Rise Buildings, and many more.

**Profile**

* Responsible for Labour Management.
* Process weekly fooding allowances (Labour Contractor, Machineries Contractor)
* Monthly process Vehicle bill Verify & Check.
* Exit/F&F Settlement.
* Induction & Training
* Managing all the statutory compliance.
* Maintaining Workman Register
* Maintaining Muster Roll of Labour.
* Maintaining Loss & Damages Register.
* Maintaining Overtime Register
* PF UAN activation & Generation.
* Managing complete PF and ESIC cycle.
* Attendance and leave management.
* Organizing events and other activities.
* Daily mail Reporting of Resource deployment to Reporting Person.

 **2) Company Name : Afita Constructions Pvt Ltd.**

 **Designation :** HR & Admin Asst.
 **Duration :** 15 Feb. 2016 TO 09 October 2018

**Project: Lupin Ltd Nagpur**

 Afita Constructions Pvt Ltd in Andheri East, Mumbai is a top player in the category Builders in the Mumbai. This well-known establishment acts as a one-stop destination servicing customers both local and from other parts of Mumbai. Over the course of its journey, this business has established a firm foothold in it’s industry. The belief that customer satisfaction is as important as their products and services, have helped this establishment garner a vast base of customers, which continues to grow by the day. This business employs individuals that are dedicated towards their respective roles and put in a lot of effort to achieve the common vision and larger goals of the company. In the near future, this business aims to expand its line of products and services and cater to a larger client base. In Mumbai, this establishment occupies a prominent location in Andheri East. It is an effortless task in commuting to this establishment as there are various modes of transport readily available. It is at Makwana Road, Off Andheri Kurla Road, Next to Vedanta, Marol, which makes it easy for first-time visitors in locating this establishment. It is known to provide top service in the following categories: Builders, Construction Companies, Construction Contractors.

**Profile**

* Responsible for employee relations.
* Managing complete PF and ESIC cycle.
* PF UAN activation &Generation.
* Attendance and leave management.
* Organizing events and other activities.
* Daily mail Reporting of Resource deployment to Reporting Person.
* Manpower planning of the organization
* Follow-ups with clients regarding payment collection and ensure that the outstanding are collecting on time.

**3) Company Name : Coromandel Engineering Company Limited**

**Designation :HR & Admin Asst.**

**Duration :**17 May 2013 To 31 Octo 2015

**Project Name :**- Pune Bulk Terminal Naygaon Peth. Pune

 **Coromandel Engineering Company Limited (CEC)** was incorporated in the year 1947 and is engaged in the field of Construction/Property Development. It is part of INR 295 Billion Murugappa Group. CEC is one of India’s oldest Companies in Construction sector, having pioneered several novel engineering techniques and was the first to introduce pre-engineered metal building system in India. Our values, like the landmark buildings we have constructed, have withstood the test of time. The LIC Building in Anna Salai, Hotel Chola Sheraton and Premium Apartments across Chennai, Hotel Holiday Inn and Windsor Manor in Bangalore, among others, are testimony to our capabilities. We are consistently looking to consolidate and grow our business, with ethical values, and to emerge as one of the respected Construction Company. Founded in 1900, the INR 295 Billion Murugappa Group is one of India's leading business

Conglomerates. The Group has 28 businesses including nine listed Companies traded in NSE & BSE. Headquartered in Chennai, the major Companies of the Group include Carborundum Universal Ltd., Cholamandalam Investment

and Finance Company Ltd., Cholamandalam MS General Insurance Company Ltd., Coromandel International Ltd., Coromandel Engineering Company Ltd., E.I.D. Parry (India) Ltd., Parry Agro Industries Ltd., Parry Sugar industries Ltd, Shanthi Gears Ltd., Tube Investments of India Ltd., and Wendt (India) Ltd.

**Profile**

* Maintaining Register of employed by Workman.
* Maintaining Muster Cum Wages Register.
* Maintaining Loss & Damages Register.
* Maintaining Overtime Register.
* Maintaining of Register of Maternity.
* Maintaining of Register of Accident.
* Maintaining of Wages Slip
* Maintaining of Employment Card.
* New Labour are ESIC no. Generating
* UAN No Activation & Generating.

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| **Qualifications** |

* B.B.A. in Indira Gandhi Institute of Techology Mumbai.(Distance Educations)
* B.A.(Art) Appear in Shree Pandhrinath Mahavidhyalay Narkhed.
* Higher secondary passed from Shree Pandhrinath Mahavidhylay Narkhed.

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| **Technical Skill** |

* Knowledge of Barcode Generating Software Handling
* Knowledge of Tripod Software Handling
* Biometric System Handling
* Knowledge of Corel Draw & Photoshop.

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| **Specialization** |

 **Operating System:** Windows98, Windows XP & Windows 7.

* **Tools:** MS Office, Word, Excel, Power Point and Outlook.

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| **Strengths** |

* Good interpersonal Skills.
* Ability to grasp concept quickly and effectively.
* Open to new ideas.
* Ability to communicate efficiently

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| **HOBBIES** |

* Interested in internet Surfing.
* Listening & Singing Song.
* Dance.

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| **DECLARATION**: |

 **I** hereby declare that the above written particulars are true to the best of my knowledge and belief. I understand that any discrepancy found in the above information will render me liable for appropriate action.

**Thank You**

 **Date: 11/07/2019**

**Manoj Pakade**