**CURRICULUM VITAE**

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Rajeshkumar Dogra

Email ID:- [rajdogra20@gmail.com](mailto:rajdogra20@gmail.com) / [razzdogra20@rediffmail.com](mailto:rajdogra20@yahoo.co.in),

**Contact No :-** 8767292239 / 9623450789

**Objective:** To be value addition in the organization and to attain the organization objectives through

personal growth and satisfaction.

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**Expertise:- HR, Administration & IR Activities:-**

* Manpower Planning
* Talent Acquisition, Selection & Induction Process
* Co-ordination of training & development
* Management Information Systems,
* Complete Office Administration in that Front Desk Operations, Transport services, Housekeeping management, Security Services, Canteen Administration, Employee Welfare
* Handling Safety & Health related issues
* Handling day to day Union related problems, co-ordination with union member for settlement, employees Grievances etc.
* HR Statutory Compliances, Local Public Relations, Contractors duties & responsibilities
* Payroll Management

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**Experience History**

Presently working with Uniglobe Bharath International Travels [Mysore] Pvt.Ltd. as **Human Resource** since **07th Dec 2019 till date** reporting to Branch Head at **pune**.

**Responsibilities :**

Taken initiative and part of opening a new office at Mumbai West. Applying and obtaining statutory license from authority and recruitment of staff.

Talent Acquisition, Joining formalities, Induction.

Staff Attendance, Preparing Salary register and Paypro independently.

Statutory Compliances, Employees Provident Fund deduction, payment and return. Employee State Insurance deduction, payment and return, Professional Tax deduction, payment and return.

Maharashtra labor Welfare Fund deduction, payment.etc.

Housekeeping Services and Pantry management.

Stationary Procurement, Communication system / Telephones.

Packaged drinking water management.

Hotel Booking, and Courier management.

Grievance handling.

Event management.

MIS preparation of all services handled.

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Worked with **TUV INDIA PVT.LTD member of TUV Nord Group** as **Sr. Executive-Administration** reporting to DGM-Administration since **13th Aug 2012 to 29 Nov 2019**.

**Responsibilities**:

Staff Attendance, Statutory Compliances, Security Services, Handling Housekeeping Services and Guest House Management, Canteen Services.

General Pantry, Transport Services-Staff Buses, Travel desk, ETP Services.

Local Public Relations, Communication Systems / Telephones.

Packaged Drinking Water & Raw Water Management.

Front Office-Couriers Services, Hotel Booking, Stationary procurement.

Safety Health & Environment, Library, Event Management.

MIS for all the services handled.

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Worked with **SANY HEAVY INDUSTRY INDIA PVT.LTD.** aSANY Group Companyas **Asst. Manager** reporting to Head HR&MS since **6th July 2011** to **11th Aug 2012**.

**Responsibilities**:

Staff & Service Provider’s attendance monitoring on daily basis, Attending Grievances help desk, Statutory Compliances, Disciplinary actions, Security Services, Housekeeping Services Company premises and Guest House, Garden Maintenance, Canteen Services–Indian, Chinese-VIP and General, Pantry, Transport Services-Staff Buses, Local & Taxi, Uniforms, Septic tank evacuation & cleaning, Local Public Relations, Communication Systems / Telephones, Packaged Drinking Water Management, MIS [Management Information Systems], Front Office-Travel Desk, Hotel Booking, Stationary, Conference room booking, Safety Health & Environment, Shop floor Initiatives, Factory Guest Relations, Library, Recreational Activities / Event Management, FRRO.

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**Responsibilities**:

Security Services, Housekeeping Services, Canteen Services, Transport Services, Uniforms & Shoes

Local Public Relations, Communication Systems / Telephones, Water Management, MIS [Management Information Systems],Front Office, Safety Health & Environment, Shop floor Initiatives, Factory Guest Relations, Library, Recreational Activities / Event Management, Employees Grievances, Handling union of Maharashtra Navnirman Sena, Compliances and Admin Activities.

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Worked with **UNITED GASKETS & COMPONENTS GROUP.** as **Asst.Manager HR & Administration** from **11th Feb 2008** to **8th Nov 2008**

**Responsibilities:**

Member of Development & Business expansion team, Manpower Planning, Recruitment & Selection, Induction, Appointment / Confirmation/Salary-Experience Letters/Certificates, Identifying Training needs, Preparation of Training calendar, Arranging Training, Employee History Cards, Competency requirement form, Skill Matrix, Payroll, Legal Compliances & Admin activities, Security Services, Housekeeping Services, Canteen Services, Local Public Relations, Factory Guest Relations, Safety & Health, Shop floor Initiatives, Contract Labour, Uniform & Shoes, Employees Grievances, Recreational activities.

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Worked with **RINDER INDIA PVT. LTD.** as **Sr. Officer HR & Administration** from **Feb 2007 to Feb 2008**

**Responsibilities:-**

Canteen Services, Transport Services, Security Services, Housekeeping Services, Uniforms & Shoes,

Local Public Relations, Communication Systems / Telephones, Water Management, MIS [Management Information Systems],Front Office, Safety Health & Environment, Shop floor Initiatives, TPM internal Co-ordination, Factory Guest Relations, Library, Recreational Activities / Event Management, Employees Grievances, Employee Insurance, Compliances and Admin Activities.

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Worked as **EXECUTIVE - P & A** with **SHOPPING GLORY PVT. LTD.** run by **Paranjape Group** from **August 2000** to **Feb2007**.

**Responsibilities:-**

Human Resource Planning, Recruitment and Selection at all levels, Salary calculation and disbursement. Statutory compliances: Employees Provident Fund Act, Employees State Insurance Act, Payment of Bonus Act, Profession Tax Act, Compulsory Notification of Vacancies Act, Maharashtra Labour Welfare Fund Act, Food License Renewal and Inspection, Shop Act, Renewal, Inspection and Liaison, Compliance of visit remarks, Maintenance Computer Equipment, M.S.E.B checking bills and liaison, Telephone checking bills and liaison, Company Insurance, Renewal of policy, Submission of renewed policies to Bank, Settling insurance claims

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Worked with **DHARIA & ASSOCIATES** as “**Support Executive**”on **13 Aug 97** to **22 Aug 2000**.

**Responsibilities:**

**Minimum Wages Act :** Maintaining of attendance card cum-wage slips, compliance of

visit remarks by the Govt. Labour Officer and Inspection under the Minimum Wages Act,

etc.

**Factories Act:** Maintaining of leave records, Accident record, Half yearly and Yearly

returns, Compliance of visit remarks of the inspector under the act.

**E.S.I Act:** Maintaining records of employees & employer contribution in form no.7 ,

Submission of Periodical Returns, Accident reports etc.

**Provident Fund Act:** Maintaining the records, submission of monthly and annual returns

to the Regional P.F. office.

Supported office operations developed substantial ability to prioritize duties and service

large number of people in high pressure environment.

Liaison with government officers and authorities under various statutory laws.

**Academic Qualification:**

* MPM (Master In Personnel Management) from Pune University with

1st Class.

* BA (Bachelor in Arts) from Pune University from with Higher 2nd Class.

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* Diploma in Computer Applications from CMS computer institute E-commerce from Zap InfoTech

**Project Details:**

* Completed two months project on “Recruitment and Selection” from M/s. Electronica”.
* Completed one month project work on “Structure & Functioning of Personnel Development” from M/s. Philips India Ltd., Pune

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**Other Activities:**

* Attended workshop on Personal Effectiveness organized by Bharati Vidyapeeth’s IMED,

Pune in year 1995.

* Organized seminar on Proactive HRD-Pragmatic approach towards business process &

role of HRD in improving the quality of products & services.

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**Hobbies:**

* Music, Singing, Watching Sports.

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**Personal Profile:**

Date of Birth **:** 20-12-1974

Marital Status  **:** Married

Nationality **:** Indian

Permanent Address **:** “SHREE BHAGWATI NAGAR” Bldg. ”A-1, Flat No.12,3rd

Floor, Sutarwadi Road, Pashan, Pune-411021.

Languages Known **:** English, Hindi, Marathi

Passport Status : : P4186032 Valid upto 2026.

**Rajeskumar Dogra**