



## CURRICULUM VITAE

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**MR.SANTOSH JAINAPUR**

**Present Address:** Flat No 106 Mistry Green Society, Patil Nagar Chikhali, Pune -411062

### Profile Summary:

Result oriented Employee Relation / Human Resources professional with **around 15+ years** of experience in **HR strategies planning and implementation, end-to-end recruitment, Industrial Relations, Compensation & Benefits, Employee Relations Activities Administration**. Skilled in handling employee **grievances, identifying training & development needs of the employees and undertaking process improvement initiatives**. Exploring opportunities in the Human Resources space in manufacturing sector.

### Career Highlight:

- **Automated (Biometric) and upgraded Attendance Management software “**
- **3 Time “SPOT AWARD” by Mahindra and Mahindra ltd.**
- **Installed and implemented Biometric system for Contract labour Management.**
- **Installed and implemented Camp card system for Canteen management.**
- **Implemented learn and earn scheme under MPTA (NAPS & NATS) (Multidisciplinary Professional Training Academy) of 100 (ITI) Students at ISMT.**

### Experience:

**Organization: - Walchandnagar industries Ltd, in Walchandnagar Baramati**

**Designation: - Manager – HR & Admin**

**Duration: - July - 2025 to Still Date**

**Organization: - Padmatech Industrial Pvt ltd in Pune.**

**Designation: - Manager – HR & Admin**

**Duration: - April - 2023 to June-2025**

**Organization: - Mahindra& Mahindra Ltd. (Powerol Division) in Pune.**

**Designation: - Asst., Manager – ER & Admin**

**Duration: - Dec - 2017 to April - 2023**

**Organization: - Micro Turners Pvt. Ltd., A Manufacture of Gear & Shaft in Pune.**

**Designation: - Dy, Manager – HR**

**Duration: - Dec - 2016 to Dec -2017**

**Organization: - ISMT Ltd. A leading Seamless Tube Manufacture in Ahilyanagar (A'nagar)**

**Designation: - Executive – ER (Employee Relation)**

**Duration: - March 2012 to Dec 2016**

**Organization: - Greatweld steel grating Pvt. Ltd. Grating Manufacturer in Pune.**

**Designation: - Officer – HR.**

**Duration: - September- 2007 to February 2012.**

## **Professional Experience**

### **Human Resource Functions**

- Developed recruitment policy and executed End to End recruitment using conventional sourcing methods.
- On boarding Activities
- Completing joining formalities orientation & induction of new recruits.
- Maintaining of personnel records & Employee Master Data
- Drafting Offer, Appointment, and Relieving Letters & Service certificate.
- Coordinating for Exit Interview & Full & Final settlement of employees.
- Preparing monthly MIS report. (Management Information System)
- Preparing Show Cause, Warning letter to Employees in case of misconduct, Habitual absenteeism.

### **Salary and Wages / Time Office**

- Responsible for entire Time Office process.
- Daily Attendance & Leave record management.
- Muster updating for monthly salary processing.
- Successfully handling Time office Software.
- Overtime calculation & statement.
- Grievance handling about attendance problem.
- Time office related compliances.

### **Statutory Compliance**

- Renewal license (Factory, Employing contractor labour, LDO & MPCB)
- Submission of yearly returns
- ESIC formalities
- PF formalities
- Renewal of WC/GPA policies

### **Liaison with govt. Authorities**

- Local Government Authorities (Police, Gharm Panchayat, Telephone Exchange & Corporation etc)
- MPCB Department
- Asst. Labour Commissioner's office
- Factory Inspector's Office
- ESIC office
- P F Office
- MIDC office
- Helping to HODs for Court matters

### **Contract Labour Management**

- Manpower forecasting and Manpower budget preparation
- To provide around 1000 contract labour manpower as per departments requirement.
- Conducting regular meetings with contractors for absenteeism & statutory compliance.
- Check monthly contract labour bills & submit to account department.
- Control on contract labour absenteeism by communicating with supervisors & contractors.
- Maintain the registers, Muster roll, Deduction, Advance & Fine, Accident report of contract labour.
- Conducing third party audit for contractor compliance
- Maintaining Contracts record as per management requirement.

## Employee Relation Activities

- Controlling department expense and ensure effective cost control within budgets.
- Implementing wages settlement process
- Coordinate Management and union leaders meeting
- Maintaining record of union and management meeting
- To support and help other colleagues to achieve departmental objectives

## Admin & Employee Welfare Activities

- **Administration**
  - Vendor development for general office operations.
  - Monitoring on plant & office Housekeeping
  - Pantry Management
  - Inventory Management
  - Vendor Management
  - Consumption Monitoring of housekeeping material
  - Guest hospitality
  - Annual Maintenance Contract
  - Printing & Stationary Management
  - Securities Management
  - Monitoring on gardening activities
- **Canteen Management**
  - Conduct canteen committee meeting on monthly basis
  - Maintaining hygiene at canteen.
  - Ensure cleanliness and health of canteen employees
  - Other facilities to be provided in canteen like water purifier, insect catcher, liquid soap, proper sitting arrangement, fans, light arrangement etc.
  - Utensils audit quarterly basis
  - Canteen recovery/ subsidy calculation for billing purpose & verification of bill.
- **Employee motivation / cultural, welfare & sports activities**
  - Procurement and to make availability of Sports equipment's
  - Nominate the participant's the employee's in different sports competitions
  - Co-ordination of Picnics
  - Organizing flag hoisting, Ganpati Utsav, Pooja & Founder Day Celebration.
  - Purchase and distribute Uniforms & safety shoes (As per company policy)
  - Sweet distribution on occasion of Diwali / Founders Day
- **Safety**
  - Lookout for any unsafe behaviour or breaks in regulations.
  - Inspecting production equipment and processes to make sure they are safe as per factory Act.
  - Participating in continuing education to update knowledge of health and safety protocols and techniques
  - Celebrating safety week in plant & promoting safety awareness.
  - Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company.
- Prepare formats and documents related to audit and **maintain auditable records for ISO 9001 & ISO 14001, OHSAS 18001** in HR, Admin & safety perspective with the support of MR. **Individually handling EHS and TS 16949 audit.**
- **Handle Mediclaim / GPA policies.** and Coordinating with Insurance Company and employees for 100% claim settlement

**Educational Qualification:**

<b>Examination Passed.</b>	<b>College/University/ Board.</b>	<b>Year of Passing.</b>	<b>Class</b>
M.S.W.(HRM)	Walchand College, (Solapur University)	2006	First 60%
B.A.	S.B College, (Gulbarga University)	2003	Second 52%
P.U.C (12 <sup>th</sup> )	Pre-university education board Karnataka	2000	Second 52%
S.S.L.C (10 <sup>th</sup> )	Karnataka Secondary Education Examination Board	1998	Pass

**Skills:**

- Familiar with HRMS, MS-Office, ERP & Internet Browsing
- Teamwork
- Self-motivation
- Systematic development skills.
- Time Management

**Personal Dossier:**

- **Date of Birth:** 07<sup>th</sup> January 1983
- **Languages Known:** English, Hindi, Kannada & Marathi.
- **Marital Status:** Married
- **Permanent Address:** Ward No 4, Parekh Nagar, Tq & Dist: Bijapur, 586101. Karnataka

**DECLARATION:**

I **Santosh Jainapur** hereby declare that the above details are true to the best of my knowledge and that I'll do my best for the good of the organization.

Date:

Place:

**(Santosh Jainapur)**