

CURRICULUM VITAE

Name : Mr. Altaf R. Tamboli
Mobile No. : 9850618277
Email ID : altaftamboli@hotmail.com
Work Experience: 15 Years (H R Dept)

CAREER OBJECTIVES

- Looking forward to associate with an organization which offers a challenging position to strive personal and organizational growth by utilizing my education, skills and my past 15 years work experience in Human Resource Department.

EDUCATIONAL QUALIFICATION

- **LLB** Passed with Higher 2nd Class from Pune University, Pune
- **DLL & LW** Passed with 1st Class from Pune University, Pune
- **M.B.A** with Human Resource Management (HRM) passed with 1st Class from YCMU, Nashik
- **D.B.M** Passed with 1st Class from Solapur University, Solapur
- **B.A** Passed with 1st Class from Shivaji University, Kolhapur

COMPUTER PROFICIENCY :

- Certificate Course in MS-CIT in 2004
- Well versed in HRXpert Payroll Software, Attendance Software, Word, Excel, Power Point & Internet Surfing

CORE COMPETENCIES :

- Industrial Relations, Labour Laws, Recruitment, Selection, Time Keeping, Payroll Management, Employee Engagement and Motivation Activities, Employee Welfare, Employee Counseling and Grievance handling, Management Information System (MIS), HR Policies & Strategies, Statutory Compliances & Liaisoning with Government Authorities.

WORK EXPERIENCE:

Current Organization: - M/s. Pratibha Electrical Contractor LLP from 01st June 2012 to Till
Designation: Manager HR

Job Profile:-

- **Manpower Planning, Recruitment & Selection:** Manpower planning, sourcing profiles, Initial screening, scheduling of interviews, preparation of offer letters, appointment letters & Finalization of CTC.
- **Joining, Induction & Onboarding:** Joining documentation, maintaining personal files, Design a structured Induction and onboarding programs for new joiners.

- **Payroll Management:** Maintaining Attendance records, Leave records, Compensatory off, Absenteeism control, Employees punctuality & Salary processing with the help of HRXpert Software.
- **Statutory Compliances:** Preparing all applicable statutory compliances under the PF, ESI, LWF, Bonus, Gratuity, BOCW, Maternity benefit act, Factory Act, Shop Act & Contract Labour Act, Making online monthly payment of P F, ESI & P T.
- **Welfare and Administration:** Booking of all types of Travelling tickets, Hotels and Rooms, facility of drinking water, Tea, first aid kit, Birthday celebration, purchase of stationery, Computer, Laptop, Mobiles & Internet Dongal for staff.
- **Employees Relation Activities:** Resolving grievances, single point of contact for all employees related questions and complaints, attending employees queries related with salary, leave, PF, ESI, Bonus, Attendance & Gratuity, mentoring and counseling of employees.
- **Employees Engagement Activities:** Arranging the various engagement activities for creating a positive and supportive work environment.
- **Performance Appraisal:** Preparing Performance Evaluation forms of Employees once in a year with the help of respective HOD. Applying 360-degree appraisal method. It helps to evaluate the performance of Employees.
- **Management Information System:** Store all employees related information in a single location. Including personal information, employment history, performance reviews, and benefits. updating & maintaining all types of data of employees such as joining date, promotion, salary increment, past experience, education, address, date of birth, training and development, Resignation, termination, retrenchment & maintaining data of issued Laptop, Computer, Printer, Mobile, Sim card and stationery.
- **Liaisoning with various Government agencies:** for obtaining Labour Licenses, Shop Act License and their renewal, to help employees for opening new salary account from Bank, LIC office for Gratuity scheme, Regional offices of P F & ESIC for employees issues/claims.
- **Insurance:** Updating and maintaining office vehicles insurance and their renewal, Employees health insurance and their claims, properties and stock insurance, obtaining new policies under Employees Compensation Act 1923, Contractor all Risk policy (CAR), Marine cum erection policy for material.
- **Implementation of HR Policies & Strategies:** Drafting & Implementing HR Policies and Strategies to maintain the smooth functions and healthy environment of organization.
- **Compliance of Contract workers:** Preparing legal compliance of contract workers, issuance of form V, preparing monthly PF & ESI contribution statement of coded and uncoded contract workers, same forwarded to accounts dept for deduction from bills. Maintaining all record of contract workers.
- **Security:** Preparing an agreement with security agency, handling their payment issues, bill quires & monitoring their punctuality and attendance.

- **Training and Development:** Identify the needs of training & arrange the various types of training and development programs for the growth and development of employees and organization.
- **Full & Final Settlement:** Preparing full and final settlement Agreement and handling related issues of Workers and Employees resignation, exit formalities and final payment.
- **Legal Work:** Preparing Power of Attorneys, Affidavits, Leave & Licenses, Joint Venture Agreements, Labour Contracts, Board Resolutions & Business Agreements. Any other legal task as and when necessary for Organization.
- **Industrial Relations:** Handling all employees/workers grievances, disputes & complaints, initiating disciplinary actions, warning letters, settlement of court cases, developing and maintaining positive relationships with employees, workers, Management & Local Authorities, ensuring compliances under various labour laws and regulations, with the help of current labour laws resolving the issues, doubts, questions of employees.
- **Office Petty Cash:** Handling daily petty cash for office and site expenses.

Previous Experience

Organization Name :- Rajashree International, Pune (Manufacturing Organization) from January 2011 to May 2012

Designation:- H R Assistant

- Maintaining statutory compliances and welfare facilities as per Factory Act.
- Handling Recruitment and Selection related activities.
- Handling Joining and Induction formalities of Employees.
- Maintaining records of Attendance, Leave & Compensatory off of the Employees.
- Record maintains and monitors attendance to ensure employees punctuality.
- Preparing monthly Salary Sheets in Excel format.
- Handling the full & final settlement of outgoing employees
- Maintaining record of employees transportation.
- Maintaining separate record or file for each employee.
- Keeping records of staff, office vehicles and their insurance & get it renewed on time.
- Implementing welfare programs- Facility of Drinking water, first aid kit, to issue safety equipments to workers.
- Handling Administration related activities such as purchasing of stationery, computers & mobile.

Achievements:

- Successfully settled Employees grievance matters before filing it into the Labour Court.
- Defined HR Policy, Job Profiles and Organization chart for Organization.
- Successfully handled Organization's taken over activities and Registration with various Government agencies.

PERSONAL DETAILS

Name : Altaf R. Tamboli
Gender : Male
Marital Status : Married
Nationality : Indian
Languages : English, Hindi, Marathi
Hobbies : Listening to Music, Traveling & Reading News Papers.
Address : Flat No.401, Aditi Complex, Sr. No. 141, Ghule Nagar, Mundhwa Road, Manjri Bk, Pune.

Declaration:- I hereby declare that the above information given is true to the best of my knowledge.

Date :-

Place :- Pune

Mr. Altaf R. Tamboli