



MR.SURENDRA S. KAPATE

SWAPNAPURTI,
PLOT NO.-20, FLAT NO.- 2
RAGHU NANDAN COLONY,
RAJIV NAGAR,
NASHIK- 422009
MAHARASHTRA (INDIA)
MOBILE –6353495025

TO,
THE DIRECTOR\ PH\ HOD

POST APPLIED FOR: HR MANAGER\ HEAD
LOCATION : MAHARASHTRA\ GUJARAT

HON'BLE \ RESPECTED SIR \ MADAM,
I AM INTERESTED TO UTILIZE MY KNOWLEDGE IN YOUR
PRESTIGIOUS ORGANIZATION, IF OFFERS THIS OPPORTUNITY TO FULFILL
MY CAREER OBJECTIVE AND FURTHER GROWTH.

PLEASE FIND ENCLOSED MY RESUME/C.V. AS A FIRST IN
EXPLORING THIS POSSIBILITY OF EMPLOYMENT WITH YOU.

YOU ARE KINDLY REQUESTED TO PLEASE CONSIDER MY
RESUME / C.V. FOR THE ABOVE POST AND GIVE ME AN APPORTUNITY TO
SERVE YOUR ORGANIZATION.

THANKING YOU.

WITH REGARDS,

YOURS TRULY,

MR.SURENDRA S.KAPATE

DATE: 13/01/2026

RESUME \ C.V.

MR.SURENDRA SUHASRAO KAPATE

SWAPNAPURTI, PLOT NO.-20, FLAT NO.- 2, RAGHU NANDAN COLONY,
RAJIV NAGAR, NASHIK
MAHARASHTRA -422009 (INDIA) MB. – 6353495025

Career Objective

To be a successful Manager & tap an alleged position in the Management.
To work for a professional organization utilizing my professional skills and soft skills, gain experience and build my career path to the zenith and be financially rewarded. Make effective contribution and value addition to the job and the organization and steadily moving up the hierarchy.
I am looking forward to a challenging job, which helps me to grow professionally as well as individually.

Mission \ Goal

To go beyond the here and now. Challenging the Horizons of the industry in providing best benchmark services.

Educational Qualification

Examination	Name of the Board/University	College/School	Year of passing	Marks in %
M.B.A.	AIIMAS	SMT. L . R . T . COLLEGE OF COMMERCE, AKOLA MAHARASHTRA	AUG 2002	73 %
M.COM.	AMARAVATI	do.....	APR 2000	50%
G.D.C.&A.	PUNE	do.....	MAY 1999	50%
B.COM.	AMARAVATI	do.....	MAR 1998	51%
H.S.C.	AMARAVATI	M.S.P.COLLEGE MANORA,DIST. AKOLA	MAR 1995	63%
S.S.C.	NAGPUR	SIDDHARTH HIGHSCHOOL MANGRULPIR, AKOLA	MAR 1993	64%

**M..B.A. PROJECT: A COMPARATIVE STUDY OF ADVERTISING IMPACT
MSSCL (MAHABEEJ) & MHSCL (MAHYCO).**

Computers

- ✓ Comfortable in working with various windows-based packages like MS Office and Accounting packages like Tally & Ex NGN.
- ✓ Worked in fully computerized environment.
- ✓ Extensively worked on Excel and word for preparations of financial statements and financial proposals as well as in PowerPoint.
- ✓ A reasonable degree of comfort in using & preparing MIS reports.
- ✓ A reasonable degree of comfort in using various tax packages like Computax, Compu TDS etc.
- ✓ Internet savvy

Extra Curricular Activities

- ✓ A very active participant in all the quiz programmes conducted in school and college.
- ✓ Participated in all the cultural activities in school and colleges.
- ✓ Participated in various debates conducted at school and colleges.

Soft Skills

- ✓ Good communication skills (spoken as well as written)
- ✓ Can be a good team leader
- ✓ Good team spirit
- ✓ Able to maintain good interpersonal relationship
- ✓ Proactive
- ✓ Drive to excel in all jobs undertaken
- ✓ Result oriented
- ✓ Positive approach
- ✓ Hunger for learning

Other Activities

Sports

- ✓ Cricket & Volleyball player in school and college teams
- ✓ Play other outdoor sports
- ✓ Play indoor sports like carroms, badminton, chess etc.

Music

- ✓ Fond of listening Indi pop, Marathi and English music.

Traveling

- ✓ Fond of visiting different places specially south India and south Asian Islands.

WORK EXPERIENCE 22+ YEARS IN HR\IR & ADMIN

1. **WORKING IN THE VIRTUOSO OPTOELECTRONICS LIMITED, NASHIK, AS A **MANAGER HR & ADMINISTRATION** LAST 1 YEAR.**

THE VIRTUOSO OPTOELECTRONICS LIMITED, NASHIK IS A PUBLIC SECTOR ENTERPRISE MANUFACTURING OF AIR CONDITIONER, WATER DISPENSER, REFRIGERATOR, COMMERCIAL FREEZERS, WASHING MACHINE, COMPRESSORS COMPANY, WITH A GROWING PRODUCT PORTFOLIO PRIMARILY IN THE CONSUMER AND INDUSTRIAL GOODS SEGMENT.

2. **WORKING IN THE GEM CARE APPLIANCES PVT. LIMITED, BASKA, HALOL VADODARA, AS A **SR. MANAGER (HR, IR & ADMINISTRATION)** LAST 3.9 YEARS.**

THE GEMCARE APPLIANCES PRIVATE LIMITED, BASKA, HALOL VADODARA IS A PUBLIC SECTOR ENTERPRISE MANUFACTURING OF REFRIGERATOR, WASHER, LED, AND WASHING MACHINES AND INDIA'S PREMIER ISO-9001:2000 COMPANY. MORE THAN 700 WORKERS AND 7 CONTRACTORS WORKING IN THIS COMPANY.

GEMCARE APPLIANCES PRIVATE LIMITED, IS OEM OF INDIA'S BIGGEST COMPANY'S LIKE ONIDA, HAIER, CROMA, FLIPCARD, AMAZON, SAMSUNG ETC.

GEMCARE APPLIANCES PRIVATE LIMITED HAS A PRESENCE EXPORT IN ABBROAD AND ALL INDIAN STATES WITH AN ANNUAL TURNOVER OF Rs. 11,500 + CRORE.

3. **WORKED IN THE SAGAR SPRINGS PRIVATE LIMITED, HALOL PANCHMAHALS, AS A **MANAGER (HRD & ADMIN)** LAST 2.3 YEARS.**

THE SAGAR SPRINGS PRIVATE LIMITED, HALOL PANCHMAHALS IS A PUBLIC SECTOR ENTERPRISE MANUFACTURING OF HELICAL COIL SPRINGS AND INDIA'S PREMIER ISO-9001:200 COMPANY AND INTEREST IN COILING AND ALL KIND OF SPRINGS. MORE THAN 500 WORKERS AND 7 CONTRACTORS WORKING IN THIS COMPANY.

SAGAR SPRINGS PRIVATE LIMITED HAS A PRESENCE EXPORT IN ABBROAD AND ALL INDIAN STATES WITH AN ANNUAL TURNOVER OF Rs. 1,100 + CRORE.

4. WORKED IN THE DHANESHA CORPORATE PRIVATE LIMITED, HALOL PANCHMAHALS, AS A **MANAGER HRD AND ADMIN** LAST 3 YEARS.

THE DHANESHA CORPORATE PRIVATE LIMITED, HALOL PANCHMAHALS IS A MARKETING SECTOR ENTERPRISE AND INDIA'S PREMIER ISO-9001:200 COMPANY AND INTEREST IN BANKING FINANCIAL INSTITUTION, INSURANCE INDUSTRY WITH INTEREST IN BANKING, NBFC, MULTI STATE CO-OPERATIVE SOCIETY, MBFC COMPANY AND MICRO FINANCE.

5. WORKED IN DIAMONDHOME FINSERVE LIMITED, (DHFL) AHMEDABAD, PALANPUR, GUJARAT AS A **SR.MANAGER (HR & IR)** LAST 5 YEARS. DIAMONDHOME FINSERVE LIMITED IS A PUBLIC SECTOR ENTERPRISE AND INDIA'S PREMIER ISO-9001:2008 HOME FINANCE & MICRO FINANCE COMPANY AND FINANCIAL INSTITUTION, INSURANCE INDUSTRY WITH INTEREST IN NBFC, CO-OPERATIVE SOCIETY, MBFC, CONSTRUCTION AND REAL ESTATE DEVELOPMENT COMPANY.

THE DHFL WAS INCORPORATED ON 5TH NOVEMBER, 1996 WITH ROC, UNDER COMPANIES ACT, 1956 & RBI ACT, 1934 BY SECTION 45IA. DHFL **ROC MCA Registered No.:- U65910GJ1996PLC031069** & RBI, NBFC Registered No.:- **B.01.00532.**

6. WORKED IN **PACL INDIA LIMITED**, BARODA & AHMEDABAD GUJRAT, AS A **MANAGER (HR & ADMIN) LAST 10 YEARS.** PACL INDIA LIMITED IS A PUBLIC SECTOR ENTERPRISE AND INDIA'S PREMIER ISO-9001:2008 REAL ESTATE DEVELOPMENT COMPANY AND ONE OF THE LEADING ORGANIZATION WITH INTERESTS IN LIFE INSURANCE (CORPORATE AGENT OF MAX NEWYORK LIFE INSURANCE), INVESTMENT, FINANCE, CONSTRUCTION, SERVICE INDUSTRY AND TRAVELS BUSINESS.

THE PACL IS POPULARLY KNOWN WITH ITS BRAND NAME **"Pearls"**. HE HAS A PRESENCE IN ALL INDIAN STATES WITH AN ANNUAL TURNOVER OF Rs.15,000 +CRORE.

JOB PROFILE :

- ✓ **ENSURING SMOOTH HR\ IR OPERATIONS & ADMINISTRATION OF THE COMPANY.**
- ✓ **ENSURING PROFITABILITY OF THE COMPANY.**
- ✓ **CONTROLLING HR\IR OPERATION & ADMINISTRATION.**
- ✓ **SETTING GOALS & MONITORING CONTRACTORS AGENCIES.**
- ✓ **ESIC, EPF, PT AND LABOUR COURT CASES.**
- ✓ **MAINTAINING QUALITY OF WORKER.**
- ✓ **MONITORING ALL THE GOVERNMENT AGENCIES IN ALL SEGMENTS.**
- ✓ **MAKING EMPATHETIC REPOSSES \ GOOD RELATIONSHIP WITH CORPORATE OFFICE, REGIONAL OFFICE, BRANCH OFFICE, CUSTOMERS, CONTRACTORS, WORKERS ASSOCIATES & ETC.**
- ✓ **ENSURING SPEEDY RESOLUTION OF HRD AND ADMIN QUERIES AND GRIEVANCES TO MAXIMISE SATISFACTION MATRICES.**
- ✓ **TO SOLVE THE HRD AND ADMIN PROBLEMS IN THE MOST EFFECTIVE MANNERS.**
- ✓ **Human Resource Development**
 - Human Resource Development Strategic Connection
 - Assessing Organizational Needs
 - Learning Methodologies
 - Career Development
 - Leadership Development, Coaching
 - Compliance, Manpower Handling
- ✓ **Payroll Systems**
 - Saral Payroll Systems
 - Spine Systems
 - HR Review-Driven Systems
 - OKR Systems
- ✓ **Performance Management Systems**
 - Appraisal
 - Promotion
 - Bonus
 - Incentive
 - Recognize
 - Rewards
- ✓ **Talent Acquisition Strategy and Succession Planning**
 - Talent & Organizational Connection

Employment Branding
Recruiting
Sourcing & Targeting
Interviewing
Evaluation & Selection: Psychological Testing and Assessment
Onboarding
Succession Planning

✓ **Strategic Workforce Planning**

Understanding the Need for Workforce Planning
Determining Stakeholder Engagement
Supply and Demand Analysis
Gap and Solution Analysis
Implementation and Evaluation

Employee Engagement and Relations

Understanding Your Organization
Employee Engagement
Employee Relations

Total Rewards

Introduction to Compensation
Legal Concepts that Impact Compensation
Designing a New Compensation Structure
Implementing, Administering, and Maintaining a Compensation System
Compensation Communication
Incentive Pay
Compensation for M&A and International Assignments

HR Analytics

Introduction
What to Measure and How to Collect Data
Analyzing Data and Interpreting Results
Modelling for HR
Human Capital Maturity

Role as HR Business Partner

Performance Expectations for HR Business Partners
Internal Consulting Skills
Business Acumen
Align Projects with Strategic Direction
Leadership Skills for HR Business Partners

Emerging Human Resources Landscape

Understanding Organizational Strategy in a Digital World
Formulating an HR Strategy for Future
Creating and Executing an HR Implementation Plan

Duties and Responsibilities: –

- **HR / IR & Plant Operations / Team Handling / Leadership Skills.**
- **Implement HR & IR strategies and initiatives.**
- **Able to handle IR & HR activities in manufacturing unit independently.**
- **Maintain the record of Daily attendance, Over time, Monthly Pay Roll.**
- **Record keeping of – Uniforms, shoes, PPE.**
- **Compliance, Manpower Handling and Payroll.**
- **Shop floor related disciplinary actions.**
- **Bridge management and employee relations by addressing demands, grievances or other issues,**
- **Manage the recruitment and selection process, White collar & Blue-collar workmen**
- **Support current and future business needs through the development, engagement, motivation and preservation of human capital.**
- **To maintain Positive working environment on shop floor.**
- **Implication of performance appraisal system that drive high performance**
- **Maintain pay plan and benefits program**
- **Assess training needs to apply and monitor training programs**
- **Report to management and provide decision support through IR & HR metrics**
- **Awareness of all statutory compliance related to IR & HR.**
- **Proven working experience as IR & HR Manager**
- **People driven and results oriented.**
- **Understanding of Statutory Compliances of Plants.**
- **Knowledge of IR & HR systems and database**
- **Excellent in Leadership skills, listening, negotiation and presentation skills**
- **In-depth knowledge of labour laws and best IR, HR & ADMIN practices and latest updates time to time.**

 PERSONAL PROFILE:

NAME : Mr. SURENDRA SUHASRAO KAPATE

DATE OF BIRTH : 5th DECEMBER, 1978

SEX : MALE

NATIONALITY : INDIAN

LANGUAGE KNOWN: ENGLISH, HINDI, MARATHI & GUJARATI.

PRESENT \ COMMUNICATION ADDRESS:

SWAPNAPURTI, PLOT NO.-20, FLAT NO.-2

RAGHU NANDAN COLONY, RAJIV NAGAR

NASHIK, MAHARASHTRA -422009

PERMANENT ADDRESS:

AT \ POST – GIROLI TA –MANORA

VIA –MANGRULPIR DIST – WASHIM AKOLA

MAHARASHTRA- 444403

CONTACT NO. : 6353495025

E-MAIL : surendrakapate@gmail.com ,

LOCATION PREF. : MAHARASHTRA\ GUJARAT

INDUSTRY PREF. : ANY INDUSTRY.

PRESENT LOCATION : NASHIK (MAHARASHTRA)

NOTICE PERIOD : IMMEDIATELY

NASHIK
DATE: 13/01/2026

MR. SURENDRA S. KAPATE