Curriculum Vitae

Viraj Prakash Joshi.
Flat No -17 Flower Valley Apartment,
Bhadkamkar Nagar Phaltan.
MOBILE-9028487480/7028473131
Email-Virajjoshi080@gmail.com/Viraj080@rediffmail.com

Career Objective:

To contribute to the HR and administration profession, by achieving a position, which is commensurate with my experience and qualification and which provides a challenging environment for growth.

Career Summary:

A result-oriented professional with more than 11.6 years of experience in managing HR, administration, Recruitment Employee Relations, Industrial Relation, Plant Administration and all HR and admin related work

Work Experience Details-

Company Name- Jaywant Sugars Ltd

Designation – Senior Manager HR

Work Duration – 06 March 25 to Till date

Job Responsibility –

- Human Resource Planning/Performance planning
- Employee Development
- HR Policies
- Maintaining Work Culture
- Ensure Health and safety of Employees
- Statutory Compliances(PF/LWF/Gratuity/DISH Office/IT)
- Compensation and benefits
- Talent Acquisition
- Managing the recruitment and selection process
- Developing and implementing HR Strategies
- All Factory Administration
- Payroll Management(SAP/VSI)
- Employee Relation
- Develop and monitor overall HR Strategies
- Employee Satisfaction
- Plant Administration
- Developing and implementing HR Strategies
- Implement reward and recognition program

Company Name- Shri Dutt India Pvt Ltd

Designation –HR Manager

Work Duration -1 July 21 –To 28 Feb 25

Job Responsibility –

- Human Resource Planning/Performance planning
- Factory Administration
- Employee Development
- Design Workplace Policies
- HR Operations & Employee Services
- Ensure Health and safety of Employees
- Statutory Compliances(PF/LWF/Gratuity/DISH Office/IT)
- Compensation and benefits
- Talent Acquisition
- Manage end to end recruitment
- Payroll Management(SAP/VSI)
- Coordinate HR Projects(Meeting/Training/Surveys)
- Performance Management
- Recruitment &Selection ,Induction,Onboarding
- HR Compliance.
- Union Negotiation
- Industrial Relation

Company Name–SGZ &SGA Sugars (JV) Ltd

Designation – HR and Admin Manager

Work Duration –June 20 to June -21

Job Responsibility -

- Developing &Implementing HR Strategies and bridging management and employee relations by addressing demands
- Be responsible for all HR Management and development including Recruitment and selection, policy, practices, Discipline, mentoring,
- To driving performance appraisals and any other HR Related issues.
- Managing recruitment and selection process
- Statutory and Legal Compliance
- Monitoring and report on HR issues, opportunity and development plans and achievement within agreed formats and timescales
- Compensation and benefits
- Talent management
- Canteen Management/Guesthouse Management/Security Management
- Coordinate HR Projects
- Performance Management
- Recruitment&Selection,Induction,Onboarding

Company Name- Sharayu Agro Industries Ltd
Designation – HR & Admin Assistant
Work Duration – August -2015- June - 2020

Job Responsibility –

- HR Planning
- Recruitment and Induction
- Training and Development
- HRIS/ERP
- Factory Administration
- Time Office and Payroll Management
- Security management
- Canteen Management
- House Keeping and Gardening
- Legal Compliance and Liaison and Government official work
- Employees relation
- Joining and Exit formalities
- Maintains employees all data
- Local purchase work
- Coordinate Hr projects(Meetings,Training,Surveys)
- PF,InsuranceIncomeTax,Labourwelfarejob

Company Name –Phaltan Traders Co op Bank

Designation–Admin Executive

WorkDuration-June2014-June-2015

- Office Administration
- Local Purchase work
- Employees attendance and Maintain daily register
- Cash management
- Collect and submit various government related document government offices
- Salary proceeding and salary distribution work
- Solve employee problems.
- Maintain and keep all official file, record.
- Overall any emergency work and essential work

Educational Qualification-

Exam	Month&Year	Board/University	%Marks
Diploma In Labour Law and Labour Welfare(DLL&LW)	2021-2022	Bharati Vidyapeeth -	A Grade
MBA-II	2013-14	Shivaji University Kolhapur	66
MBA–I	2011-12	Shivaji University Kolhapur	65.37
BCS	2010-11	Shivaji University Kolhapur	65.77
HSC	Feb-2004	Mudhoji College Phaltan	51.50
SSC	March-2002	Mudhoji High School Phaltan	58.40
Diploma in Software Testing	December - 2012	Seed Info Tech Pune	A Grade

Summer in-plant training- MBA

Organization Name-: Swaraj India Industries Ltd
Project Title: A study of system development life cycle
Duration: June 2013 –August 2013

Objective Of study:

- To study the need of SDLC in organization.
- To understand the system of Swaraj India Industries Ltd
- To study the different phases of system Development life cycle

Final Year Project-BCS

Organization Name: Ayush Dairy and Milk Products

Project Title: Dairy Management System

Duration: July 2010 to March 2011

Objective of Study:

- The main objective of this project is reduction of manual work.
- This project is one of the sincere by for time saving and user friendly
- The Single Person can have handled the system thus it saves manpower.
  The main feature of the project are large data can be handled.

Personal Profile-

Name : Mr.Viraj Prakash Joshi

Permanent Address: Flat No-17 Flower Valley Apartment Bhadkamkar Nagar,

Tal-phaltan, Dist-Satara Maharashtra (India) 415523

Date of Birth : 14-09-1987

Mobile Number : 9028487480 / 7028473131

Marital Status : Married

Language Known: English, Marathi, Hindi.

Notice Period: One Month

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge & I bear the responsibility for the correctness of the above mentioned particulars

Date: (Viraj P Joshi).