

# **DHEERAJ KUMAR CHADOKAR**

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**~ HUMAN RESOURCE AND ADMINISTRATION PROFESSIONAL ~  
Seeking Human Resource & Administrative position with a reputed organization**

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## **Professional Summary**

- Human Resources professional having overall of experience in HR, Administration, Statutory Compliances, Recruitment, Industrial Relations and Employee Welfare.
  - Well-versed with employee welfare statues/regulations like PF, ESI, Gratuity, Payment of Bonus Act etc.
  - Abilities in handling multiple priorities, with Excellent Organizational and Administrative skills.
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## **Core Strengths:**

### **Recruitments**

- Maintaining database of applications.
- Recruitment through Newspaper advertisement, Placement Agencies, through net portals.
- Scrutiny of the received CV's & Scheduling Interviews.
- Issue of Offer Letters & Hiring Documents for Staff and Trainees.
- Maintaining Employee Personal Data + file.  
Conduct the interviews & provide feedback. The purpose of an exit interview is usually to gather data for
- improving working conditions & retaining employees.
- To organize induction program/ schedule for the newly joined employees.

### **Manpower Planning**

- Prepare manpower plan as per production requirement.
- Design job description & the job requirements.
- Find adequate sources of recruitment as per man power requirement in the organization.
- Making Manpower Report.

### **Compliances**

- Statutory Compliance as per Factories Act.
- Compliance of Labor laws such as Contract Act, ESIC Act, PF Act, Bonus Act, Contract labor Act.
- Minimum wages act.
- Compliance of Madhya Pradesh Pollution Control Board & CPCB.
- Time office (Payroll and Compensation), Industrial Relations, laws of Standing orders, Safety.

### **Administration & welfare**

- To ensure that security personnel perform their duties efficiently and submit daily report on working
- Canteen facility
- Employee Transportation (Bus + other vehicles)
- Indenting of welfare items like (uniform/ shoes/ Soaps etc.)
- Follow-up for timely procurement of above welfare items
- Housekeeping & Cleanliness: General cleanliness of the plant, offices & washrooms all across
- Garden Maintenance & Development
- Guest Arrangements (Logistics+ Ticket Booking + Hotel Booking + Food Arrangements)
- Medicines (Health, Safety) Medical Check-ups
- Safety Awareness through trainings & Safety Day celebrations

### **Industrial Relations**

- Handling Union and Negotiations

- Handling Union Grievances
- Handling Labor Contact Management
- Handling Labor Case and Hearings in Labor office
- Handling local Union Leaders
- Handling Local Police Station and SP Office
- Handling Union welfare activities

### **Training & Development**

- To look after all training & development activities in the organization
- Training of New Contract Workers
- Responsible for maintain documents & records.
- Conducting monthly training session 5'S'

### **Maintain 5'S'**

- Conducting monthly training session 5 "S" Audit with the team
- Train employees on how to maintain 5 "S" in floor
- Review & Recognize improvements on the basis of corrective action
- Achieve discipline through Participation, Communication, and Personal involvement of all employees

### **Employment Details**

#### **MPD Industries Pvt. Ltd., Indore (June - 2024 to Present)**

**Designation** – Sr. HR Executive

**Location** - Indore

#### **Job Responsibilities:**

- Recruitment, Selection, Appointment Induction and all other process inline.
- Manpower arrangement for plant operations as per monthly manpower planning
- Ensure timely processing of payroll through effective attendance and leave management systems.
- Attend company cases in Labor/ Industrial court (if required)
- Execution of agreements as applicable to factory under various acts.
- Process for renew license as applicable under Contractor Labor (A & R) Act,
- Various statutory compliance as per factories Act. like PF Act, ESIC Act, Bonus Act, Contract labor Act.
- Handling of employee grievances and taking proactive steps to ensure resolution of grievances.
- Liaison with the ESIC, PF, Factory Inspector, Labor Commissioner and any other Government authorities.
- Taking care of Admin expenses are met in line with budgeted figures.
- Responsible for the complete General Administration of plant.  
Responsible for Transportation, Gardening, Good House Keeping, Infrastructure, Security, Canteen,
- Telephone, Mobile & Data card and other welfare activities like Safety meeting, Canteen committee meeting and security administration etc.
- Manage Employee Medclaim coverage and Assistance for cash less facility / reimbursement.
- Mock drill, update list of first aid trained employee & Emergency preparedness.
- Support during visits, Guest arrangement etc.
- Checking admin related jobs carried out / Admin expenditure bills like LTA Medical and tour bills.  
Co-ordinate and roll out of all employee engagement events ensure that the events are appropriately built
- around the values and beliefs of the organization and are appropriately tuned to the social / Cultural norms.
- Record updating for Audit.
- Conduct performance review with the team.
- Appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Implementation of quality systems in line with requirement of ISO standard.
- Ensure discipline, Safety & 5 "S" in plant office, visit.
- Prepare monthly HR & Admin budget
- Manage time Office activities

- Manage Salary wages and payroll activities.
- Manage employee relations
- Manage HR and Security team.

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**JASH Engineering Ltd., Indore (June - 2021 to June - 2024)**

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**Designation** - HR Executive

**Location** - Indore

Jash Engineering Limited is manufacturing wide range of equipment for Water & Sea Water Intake Systems, Water and Waste Water Pumping Stations and Treatment Plants, Desalination plants, Storm Water Pumping Stations, Water Transmission Lines, Hydropower generation and also for Power, Steel, Cement, Paper & Pulp, Petrochemicals, Chemical, Fertilizers and other process plants.

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**Azis Labs, Pithampur (April - 2017 to Oct. - 2019)**

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**Designation** - Admin Executive

**Location** - Pithampur

One of our key competencies is contract laboratory services for pharmaceutical quality control and quality assurance. Our services address almost every aspect of regulatory norms set by FDA, BIS, Department of Health and other Standards bodies & NABL, MoEF, ISO & OHSAS Approved Laboratory.

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**Panchsheel Organics Ltd., Indore (April - 2016 to March. - 2017)**

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**Designation** - Admin Executive

**Location** - Indore

Panchsheel Organics Ltd, a Public listed company having corporate office in Mumbai, is a WHO Compliant, GMP certified India based manufacturer and exporter of a wide range of APIs, Intermediates, Nutraceuticals, Vitamins Hormones, Steroids, Finished Formulations (Human & Veterinary), Agri Biotech range (Bio Fertilizers, Bio Stimulants, Growth Promoters), Aqua Culture, Dehydrated Culture Media.

Panchsheel, a veteran in this field having an experience of more than three decades is promoted by the Turakhia Bros group who are one of the major industry players and a very well-established company engaged in Trading (Export- Import) of Pharmaceuticals.

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**Professional Credentials**

- \* Bsc from, School of Science & Research, Sardar Patel University, Balaghat, (M.P.) - 2023
- \* 12th from, Rai Academy Indore (M.P.) - 2014
- \* 10th from, Rai Academy Indore (M.P.) - 2012

**Competencies**

**Computer knowledge** - MS Excel, Word, PowerPoint, Internet, Outlook Express, SAP

**Language** - Hindi, English & Marathi

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**Personal Details**

Father Name : Mr. Dhanraj Chadokar

Mother Name : Mrs. Meera Chadokar

Gender : Male

Marital Status : Unmarried

Address : 27/1 Sector-E, Nandbag Colony, VIP Road Indore (M.P.) - 452006

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief

Date :

Signature