

RAJESH NIKAM

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To obtain a responsible and challenging position where my education & experience will have valuable application.

Work Experience

work asa HR&I.R. Manager

Futurz Staffing Solution Pvt. Ltd - Bhiwandi, MAHARASHTRA, IN

September 2021 to Present

to till dated. (Report to CMD & Strenth - 2800)

- Report to Management and provide decision support through HR metrics
- Policy Process & system Formulation.
- Industrial Relation & labour Law Matters
- Handle employees grievances by investing & evaluating all circumstances surrounding employees grievances..
- Handling Disciplinary action
- To handle long term wage settlement.
- To coordinated Local Authorities & Unions for ensuring timely erection of Plant.

Resume

- Negotiating with all trade unions.
- Proactively resolve alleged violation of statutory Compliances matters with Govt. Authorities.
- Policy, Process, & System Formulation.
- Drafting & Vetting of various contracts & effective Administration viz. Transport, Canteen, Vendors, House Keeping

G.M

M/s United Rubber Industries India Pvt. Ltd - Mumbai, MAHARASHTRA, IN

September 2019 to March 2020

- P.&A. (Report to the C.M.D. & Employees Strenth - 800)

- Provides for the cost effective production of Paramount features, Television Programs & new Media programs through the accurate Administration & interpretation of collective Bargaining Agreement.
 - Developing & Implementing innovative strategies to streamline factory operations..
 - Represent Paramount Position in the Negotiations of the collective Bargaining Agreement.
 - Day to day Counseling for labour relation
 - Investigates & Advices Paramount Management on disciplinary & Personal matters involving Union employees & Assets in Developing & Implementing a Performance Improvement Plan, as request.
 - Work with line Management & Union Leaders to handle employee complaints, Settle disputes & resolve grievances.
 - Assisting or representing Management in Statutory conciliation / non statutory mediation / advisory arbitration proceedings.
 - Compliance of Statutory obligation relating to P.F.ESIC, P.T.etc. & attend to queries from concern officers.
 - Manpower Planning is Periodic review to optimum & effective utilization in the organization.
 - Ensuring that factory machinery is in good working order.
 - Wage & Salary Administration, & Outstanding Time Management skills.
 - Handling Grievances and conflict issues .Ensuring implementation of Company's Policy at all levels.
 - Formation & Implementation of HR & Admin. / Production Policies in line with the applicable labour Laws & monitor their adherence by the workforce.
 - Supervise a Team of HR /Admin/ Production / Accounts Officers. Help maintain a database of Trainers and other resource persons.
 - Conducting Induction Training program. Monitoring & Organizing Training programs.
 - Implementation evaluation, carrier guidance and support mechanisms
 - o Implement the performance criteria for each of the staff recruited.
 - o Implement a performance evaluation procedure in coordination with the management.
- Reason for Leave: - Lay Off (Covid - 2019)

M/s Sanborn Technology Resources Pvt. Ltd. Andheri (E) Mumbai.(I.T. Industries, Projects from USA)

Manager

HR & Administration

April 2012 to August 2019

Report to G.M. / V.P./ CMD, & Employees Strength 280)

- Provide the Cost effective operation of the Company Production through the Accurate Administration & Interpretation of all the collective Bargaining & the Tracking System..
- Handling Grievances and conflict issues .Ensuring implementation of Company's Policy at all levels.
- Managing HR MIS by preparing reports and updating the organizational charts.

Resume

- Developing & implementing disciplinary policies.
- Liaoning and coordinating with Senior Project Officer (UNDP) for HR / IR / ER related issues.
- Wage & Salary Administration
- The HR / IR Functions Constant Feedback
- Monitoring Travel Expenses of the all the Project Employees.
- Coordinating with the IR / HR / Admin. team & Senior Managers on regular basis.
- The Functions of Investment (Care)
- Workforce engagement
- Compensation & Benefit

Reason for Leave - Closure of the Company

Dy. Manager HR & Administration

M/s Charosa Wineries Ltd - Nashik, MAHARASHTRA, IN
July 2008 to February 2011

Report to the V.P. - HR, Admin, , I.R., Purchase & Strength of Employees - 600)

- Played a key role in handling compliance.
- Should be humble but firm, fair & factual.
- Handling multiple contractors & unions, effective handling of Contract labours.
- Handling grievances of employees with the total strength of around 600 employees.
- Organizing & implementing Employee Engagement activities.
- To Check & verify Time Office functions daily & make a report for record purpose.

- Recruitment, Performance Management., Administration, Land Compliances, Labour Compliance etc.
- Managing HR MIS on recruitments by preparing reports and updating the organizational charts.
- Maintaining & Follow- ups of Absconding on Duty Tracker on regular basis.
- Conducting policy session of new employees.
- Investigates & Advices Paramount Management on disciplinary & Personal matters involving Union employees & Assets in Developing & Implementing a Performance Improvement Plan, as request.
- Conducting Training session with the employees on regular basis.

Reason for Leave: - Better Prospects.

Assistant Manager - Personnel & Administration

M/s G4S Securities Services Pvt. Ltd - Nashik, MAHARASHTRA, IN
May 2006 to July 2008

Report to M.D./ Regional Manager / Branch Manager & Strenth of Employees - 450)

- Played a key role in recruitment of employees through Walk-in-Interviews, Job Portals and Placement Consultants.
 - Publication of Recruitment Advertisement and managing the database generated out of it.
- Resume
- In organization to Control, Develop, Directing, Organizing, Creating, as & when necessary.
 - Developing & Implementing innovative strategies to streamline factory operations..
 - Managing HR MIS on recruitments by preparing reports and updating the organizational charts as and when required and sending a consolidated summary to the head on a weekly basis.
 - Identifying the training needs across levels through mapping of skills required for particular positions, analyzing existing level of competencies of individuals.
 - Organized a number of Training Programs for enhancing employee skills & motivational levels.
 - Assisting Sr. Manager in Performance Evaluation process.
 - Analyzing the Performance/ Potential ratio of an individual.
 - Wage & Salary Administration., Compliances. etc.
 - Completing Joining Formalities with the new employees.
 - To settled Union Matters

Reason for Leave: - To handle New set up of the New Company.

Personnel Officer

M/s Shri Narayan Organics Pvt. Ltd. Taloja - New Mumbai, MAHARASHTRA, IN
January 1999 to April 2006

whenever Leave the Job.

Joining as a Executive Personnel & Administration.

(Report to the Manager & G.M. - Personnel & Administration & Strenth of Employees - 500)

- To handle Personnel & Administration Functions day to day.
- Time Office
- Contracts Wages.
- Compliances. Maintain Personnel Records etc.
- Housekeeping & Securities.

Reason for Leave: - Better Prospects.

Education

PG in LL.B in 3 Yrs Course

Pune University - Pune, MAHARASHTRA, IN
2010

PGDiploma in D.L.L. & L.W. in D.L.L. & L.W

Pune University - Pune, MAHARASHTRA, IN
1999

PG in M in 2 Yrs course Human Resource

Pune University - Pune, MAHARASHTRA, IN
1996

B.COM in English, Hindi

Pune University - Pune, MAHARASHTRA, IN