

**Aparna Anil Jondhale**  
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Flat # 1 Lakshmi Darshan Apartment,  
Amrutdham, Panchavati, Nashik 422 003

### **Human Resource and Administration**

- ☞ A dynamic professional with rich experience in Human Resource Management & General Administration
- ☞ Adept in driving employees to comfort level at work place by guiding as & when required.
- ☞ Proficiency in motivating employees with the view to escalate their performance level.
- ☞ An effective communicator with excellent relationship building & interpersonal skills
- ☞ Key player with management in decision-making.

### **PROFICIENCY FORTE**

- ☞ Managing team functions viz. manpower planning, recruitment & selection, induction, performance appraisals etc.
- ☞ Leading, mentoring & monitoring performance of the team members to ensure efficiency in process operations & meeting targets.
- ☞ Coordinating & organizing seminars & informative programs with the training team to upgrade awareness / knowledge.

### **CAREER PROFILE**

#### **Since November 2023 till date with PAN Ekosystem; Nashik**

#### **Chief Responsibilities:**

- Maintaining resume data bank, sorting and supplying resumes to customers as per their requirements, coordinating with customers and candidates and arranging interviews, ensure customer is getting right candidate at right place.
- Background verification.
- Guiding customers in Salary and Wage administration and day-to-day PF, ESIC, MLWF compliances and related matters.
- Guiding customers in preparing and submitting statutory returns and legal compliances. Preparing and submitting replies to government authorities visit reports and letters.
- Guiding newly recruited candidates for their performance and fruitful deliverables as expected by the organization. Simultaneously assist organizations to review performance of newly joined employees and employees about to complete their probation period.
- Guiding customers in preparing audit compliances reports.

**Designation: - Manager HR and Compliances**

**Reporting to CEO and Co-founder**

#### **April 2018 – October 2023 with Vadivarhe Speciality Chemicals Ltd; Nashik**

#### **Chief Responsibilities:**

- Maintain resume data bank, sorting of resumes for interviews & scheduling interviews.
- Selection & Recruitment and Joining & Separation procedures.
- Preparing and Issuance of Offer Letter, Appointment and Absorption Letter, Confirmation Letter, Extension Letter, Termination Letter, Experience Certificate, F & F Settlement. Exit Interview. Procuring & Issuance of I-cards, Uniforms & PPE's. Introduction & Induction & Salary Bank A/C Opening of new joining employees.
- Maintain personal files & records of employees.
- Biometric Attendance Recording System – Thumb impression, Provide login id & Password to new joining employees and Train all new joining employees to use HRMS and Time Keeping
- Preparing Salaries of VSCL Employees, Wages of Contractual Manpower and Security Personnel. Maintaining LTA Payment record.
- Assisting in preparing Statutory Returns and Renewal of Factory License, Registration Certificate. Handling Government Inspections.

- Independently handling Government Compliances w.r.t Employment Exchange, MLWB, PF, ESIC and LIC. Settling of Gratuity, PF and ESIC claims.
- Checking of all bills received by HR viz. Water, Laundry, Fuel (Petrol & Diesel) for company vehicles, Breakfast, Guest Lunch, Hotel, and Tours & Travels, Pest Control, Operation and Maintenance of ETP, Supply of Manpower and Security Bonus Bill of Contractual Manpower and Security.
- CTC file and Organogram to be kept up to date.
- Calculation of Leaves of Contractual Manpower and Security and issuing them leave cards and carry forwarding of Leaves of VSCL Employees in the month of January.
- Calculation of Bonus for VSCL Employees, Contractual Manpower & Security Personnel & providing Leaves & Gratuity data to accounts for provision.
- Renewal of GMP, GPAP, ELP, all company vehicles Insurance Policies & Gratuity Policy. Co-ordination with Employees, Hospitals, TPA & Insurance Company for settlement of mediclaims.
- Renewal of all types of agreements & Contracts (Supply of Manpower and Security, Operation and Maintenance of ETP, Breakfast, Laundry, Pest Control and All Annual Maintenance Contracts).
- Maintain & procure stationary, housekeeping and canteen material.
- Vehicle Administration. Fitness Certificate, RTO Passing and PUC of all vehicles.
- Canteen Management (Housekeeping and Sanitation).
- Implementing SoP's
- Conducting training.
- Guiding and counselling employees wherever they seek guidance.
- Member of Women's Grievance Redressal Committee formed under Vishaka Judgment and Protection of Women from Sexual Harassment Act, 2013.

**Designation: - Executive HR and Administration**

**Reporting to: - Head HR & Administration;**

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#### **ACADEMICS**

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- ❖ M.M.S in HR from ARMIET College, Mumbai, University of Mumbai in May 2013
- ❖ Bachelor of Arts in Psychology from Bhonsla Military College, Nashik, University of Pune in June 2009
- ❖ H.S.C from S.M.R.K. Girls College, Nashik, University of Pune in February 2006
- ❖ S.S.C from Swami Vivekanda High School, Nashik, University of Pune in March 2003
- ❖ MSCIT Maharashtra State Board of Technical Education
- ❖ Languages Know : - English, Hindi and Marathi

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#### **REFERENCES AVAILABLE UPON REQUEST**

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Aparna A. Jondhale

Nashik

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