

Mr. AKASH VISHWAS BODKHE

Current Address: Shivaji Nagar, Sinnar, Tal: Sinnar, Dist: Nashik.

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CAREER OBJECTIVE

My skills and knowledge and gain practical experience, while contributing to the growth of the organization.

ORGANIZATION EXPERIENCE

- **Company Name– PMEA Solar Tech Solution Limited.**
- **Duration:** June-2024 to Till Date.
- **Designation:** HR Assistant.
- **Key Roles:**

☞ Recruitment-

- Management of entire recruitment life cycle.
- Preparation of Offer Letter & Salary Structure, Reference Check and follow up with candidates.
- Responsibility of carrying induction and orientation of new joiner.

☞ Contractual Management System-

- Looking after the manpower planning and deployment of all the contractors.
- Monitor contract labour life cycle.
- Statutory compliance inspection of all contractors engaged.
- Adhere and Ensure timely legal compliance.
- To focus on contractual motivation.

☞ Industrial Relations-

- Continuous interaction with employees to understand and resolve their grievances within timeframe and keep them motivated.
- To conduct meeting of workers and middle level staff.
- To maintain harmonious relation inside the factory premises.
- Initiate appropriate action on discipline deviation.
- Responsible and involve in various committee meeting on regular intervals.

☞ Employee Welfare-

- Organizing official functions, Best Employee Awards, Year completion awards, Birthday & Anniversary Celebrations, recreational and social activities like picnic, sports & social activities etc.
- Organize medical check-up for all employees.
- Prepare annual budget related to admin activities.

☞ **Training & Development-**

- Identify the training needs and arrange & coordinate for all employees.
- Prioritize training requirements keeping in mind the needs of the business and thereby creating a training calendar.
- Designed training programs and professional development courses to facilitate meeting organizational goals and individual professional needs.
- Developing different training programmes to ensure constant learning and development also keep reviewing its effectiveness.

☞ **Attendance System & Leave Records-**

- Time office management.
- Generating all employees' attendance data through software.
- Leave updation and preparation of final verified attendance.

☞ **CORPORATE EVENTS & ACTIVITY**

- Organize Medical Check camp for our Staff and Workers by Certifying Surgeon every year.
- Arrange PAN Card Camp for employees.
- Successfully Arrange & Celebrate the Road Safety week at Camp and Office Area.
- Arrange Blood-Donation Camp on regular basis.
- Arrange Eye Check-up Camp for Drivers and Operators at Office.
- Celebrate the World Environment Day and Women's day every year.

☞ **Administration-**

- Managing housekeeping and stationery with office administration matters.
- Employee transportation.
- Canteen administration.
- Security management.
- Guest house arrangements.
- HR record administration.
- Conducting employee suggestion scheme and its implementation.
- Core responsible for employee safety, first aid etc.

- **SciTech Specialities Private limited, Sinnar.**

- **Duration:** Nov - 2023 to May -2024

- **Designation:** HR and Admin Assistant (EPP Trainee).

- **Key Roles:**

- 1) Interview scheduling and joining of new entrants.
- 2) Monitor attendance up to finalization.
- 3) PF, ESIC Registration and Return Filing.
- 4) Letter writing inters department and external agencies.
- 5) Manpower Management.

6) Done all responsibilities assigned by seniors.

EDUCATION

M.B.A (HR) - Savitribai Phule Pune University-(2024)(07.36 CGPA)

B.Sc. - Chemistry - Savitribai Pune University (2021) (65.60)

H.S.C. (Science) - Maharashtra State Board – (2018) (50.83%)

S.S.C - Maharashtra State Board – (2016) (61.23%)

PROJECT/ INTERNSHIP

- **Project Title-** "A Study On Employees Satisfaction."
- **Company Name-** SciTech Specialities Private Limited Sinnar.
- **Duration-** 2 months (Offline).

Technical Skills

- MSCIT
- Microsoft Office
- Spine HR
- Pam soft
- HRMS
- SAP
- English Typing 30 W.P.M.

PERSONAL INFORMATION

- **Date of Birth:** 23th Mar 2001
- **Language:** Marathi, Hindi, English.
- **Permanent Address:** At. Baktarpur, Po. Chas Nali, Tal. Kopergaon, Dist. A. Nagar-423604

Place- Sinnar

Name- Mr. Akash Bodkhe.

Date- / /202