

Position / Job code / Ref. code:
Location:

CURRICULAM VITAE

ASHWIN M.BHURE

"AASHIRWAD" Plot No.2,
Swagat Nagar, b/h Anant Nagar,
Nagpur-440013, Maharashtra, **INDIA**.
Cell No. : **08983386026, 09028325422**.
Email id.: ashwinbhure@gmail.com,

Objectives

To be a part of every spirited and challenging environment where my experience can be shared and enrich. Undertaking challenging assignment and craves for learning new things.

Employment History

Name of Company : **MMP Industries Limited**
Industry Type : **Manufacturing**
Product : **Manufacturer of Primary Pharma Packaging Foil and Aluminum Powder.**
Designation : **HR & Admin. Manager**
Date of Joining : **15.02.2022 onwards**
Location : **Umred Industrial Area, Dist. Nagpur, Maharashtra, INDIA.**
Job Responsibilities;

S.No.	Description	Critical Success Factors
Critical		
1.	<ul style="list-style-type: none">Ensuring Manpower management (roll and off-roll), engaging optimum manpower and avoid OT wages.Taking care of Training and development activitiesImplementation of PMS systemEnsuring employee engagement activitiesEnsure smooth movement of all contractor employees at gate without uninterrupted work days at plant.Liaise with the union.Ensure necessary measures are taken during accidents mainly to avoid dire repercussions or problems caused by the villagers	<ul style="list-style-type: none">Zero interruptions / disturbanceNumber of man days lost
2.	<ul style="list-style-type: none">Ensure compliances of all contractors with respect to various acts of Indian labour law and maintain record of the same as per checklist.To verify and certify the wages of all contract workers in line with Minimum Wages Act.Maintaining records under Factory Act, Labour License etc.	<ul style="list-style-type: none">Ensure 100% statutory complianceRecords of all contractor
3.	<ul style="list-style-type: none">To maintain the rapport with all level of employees and gathering the information on all type of issues.To ensure proper compliances and preparation of gate passes of contract labour during emergency and shutdown period without any delay.	<ul style="list-style-type: none">Emergency and shutdown work not hampered due to non-availability of manpower.

S.No.	Description	Critical Success Factors
4.	<ul style="list-style-type: none"> Liaise with local bodies Sarpanch, Police Station, MLA, Nagar Parishad, MIDC, MPCB, GPTax, Sewage disposal & water supply from MIDC , villagers and representatives regarding local employment related issue. 	<ul style="list-style-type: none"> Liaisoning
5	<ul style="list-style-type: none"> Housekeeping of inside the plant, internal roads, buildings, offices, toilets. Asset infrastructure maintenance management. Upkeep and maintenance of Factory Buildings/ Assets. Horticulture, garden maintenance. Transport management. Guest house & Dormitory management. Plant & personal safety, security. Occupational Health dept., Upkeep of First Aid room. 	<ul style="list-style-type: none"> Plant administration
Important		
6.	<ul style="list-style-type: none"> Ensure implementation of welfare activities as required by statute and proactively implementing based on suggestions / requirements of employees 	<ul style="list-style-type: none"> Statutory Compliance
7.	<ul style="list-style-type: none"> Resolving or redressing all employee grievances and initiate with any suggestion schemes or employee assistance programs. Cafeteria management, Dormitory Management, hygiene Inspection, food quality & quantity. Event (Puja/ other programs) management. 	<ul style="list-style-type: none"> Welfare initiatives
8.	<ul style="list-style-type: none"> To monitor the activities of contractor workers as well as villagers and gathered information to prevent any major IR issue. 	<ul style="list-style-type: none"> Number of information share with superior.
Others		
9.	<ul style="list-style-type: none"> To prepare daily manpower (MIS) report and maintain the same. To monitor new gate passes for all contractor workers as & when required. To maintain employee wise data for all contractors with postal address, PF number, Bank Account details, DOJ etc. To maintain contractor wise individual files along with all records. To maintain Manpower data base 	<ul style="list-style-type: none"> Daily Reports Gate pass details Individual contractor details

REPORTING RELATIONSHIPS:

- ◆ Administratively – Plant Head
- ◆ Functional - General Manager - HR

Name of Company : **Superpack (A Division of Bajaj Steel Industries Ltd.)**
Industry Type : **Manufacturing (Petrochemical)**
Product : **Manufacturer of Filler, Additive & Colour Master batches.**
Designation : **Personnel & Admin Manager**
Period of Working : **08.03.2014 to 10.02.2022**
Location : **Hingna Industrial Area, Nagpur, Maharashtra, INDIA.**

Job Responsibilities:

PERSONNEL MANAGEMENT:

Supervision of day to day working of Time Office; Implementation of suggestion schemes for better functioning, Handling Labour Contractors; Managing required Man Power Strength.

STATUTORY COMPLIANCES & LAWS:

Contract Labour (Regulation & Abolition) Act; Factories Act; Employees Provident Funds & other miscellaneous Act; Employees State Insurance Act; Payment of Bonus Act; Payment of Gratuity Act; Payment of Wages Act; Minimum Wages Act, Maternity Benefit Act; Employees Compensation Act; Industrial Employment (Standing Orders) Act; Employment Exchanges (Compulsory Notification of Vacancies) Act; DISH, MPCB, MIDC, Mathadi Board, ASI, Weight & Measure, MLWF & SGB.

ISO (9001:2015):

Policies, Procedures, Documentation & Implementation.

EMPLOYEES & LABOUR WELFARE:

Handling all type of Staff & Labour related issues; Provide Welfare Facilities; Regular Counselling Avail basic need of Labours/workers; Seek to make continuous improvement; to solve/manage their problems/grievances.

ADMINISTRATION:

Dealing with Contractors. Hotels & other bookings. First aid/ Medical facility. House Keeping & Sanitation and dispose of all industrial scrap to potential vendors.

SAFETY MEASUREMENT:

Arranging all type of Personnel Protective Equipment's (PPEs); Awaking about Safety precautions; implementing all safety norms & Safety of Worker.

LIASIONING:

Handling Liaison work with the Govt. & other Departments:

Labour Department; Employee Provident Fund Organization (EPFO); Employee State Insurance Corporation (ESIC), Industrial Safety & Health Department; DIC, MIDC, Fire Department; Police Department; M.S. Pollution Control Board (MPCB); various specialized Consultants who are government authorized for carried out the work as per Maharashtra factories rules.; Weight & Measures, MLWF, Mathadi Baord, ASI, Nagar Palika/ Municipality / Gram panchayat.

Company : **Modern V.R. Security Force (I) Pvt. Ltd.**
Industry : **Security, Vigilance & Law Enforcement.**
Designation : **Operation Manager**
Duration : **Jan 2011 – Feb-2014**
Location : **Pune, Maharashtra, INDIA.**

Responsibility :

Responsible for the administration, coordination, planning, directing and implementation of a branch business program designed to establish a pattern of relationships that will enable the branch to acquire profitable business with reasonable risk, maintain that business while improving the service model and continually growing the branch profit.

- Business Development,
- Operations,
- Administration & Personnel,
- Service,
- Collection & Recoveries,
- Attend audit arranged by clients,
- Liaisoning with government authorities,
- Assist in overall company functions as needed.

Company : **Bombay Intelligence Security Force (I) Ltd.**
Industry : **Security, Vigilance & Law Enforcement.**
Designation : **Personnel & Admin Officer.**
Duration : **October 2008 – December 2010.**
Location : **Pune, Maharashtra, INDIA.**
Responsibility :

Administration;

- Provides senior administrative operational support,
- Maintain appropriate record,
- Drafting, Processes, filling & maintain correspondence, messages and other documentations,
- Maintain record of equipments, property, security, supply and vehicle accountability,
- Client visit, organize onsite trainings.

Personnel;

- Responsible for coordinating all employment issues, troubleshooting issues, recruiting, retaining, directing, allocating & evaluating staff,
 - Create, analyze, allocate & monitor the personnel budget,
 - Prepare & process ESIC, PF, PT, MLWF challans & returns at branch level,
 - Prepare & maintain statutory registers,
 - Prepared & process of documents for labour license,
 - Compile labour audit where contract labour is employed under the contract labour act,
 - Liaisoning with government authorities,
 - Resolving issues like labour court, SGB, PF, ESIC, Police station etc.
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Key Skills

1. Commercial awareness
2. Effective organizational skills
3. Ability to form working relationships with people at all levels
4. Teamwork skills
5. Interpersonal skills
6. Meticulous attention to detail
7. Numerical skills
8. IT skills
9. Manpower Management Skills
10. ISO Documentation & Implementation

Education

- **Post-Graduation Diploma in Industrial Relation & Personnel Management** in the year 2016-17 from Dhanwate Nation College, Nagpur University, Nagpur.
- **M.B.A (Finance & Marketing Management)** in the year 2006-08 from D.M.S.R G.S. College of commerce & Economics, Nagpur University, Nagpur.
- **B.com (Accounting, Business Finance & Tax)** in the year 2003-06 from G.S. College of commerce & Economics, Nagpur University, Nagpur.
- **HSC (Commerce)** in the year 2002-03 from G.S. College of commerce & Economics, Nagpur.

Other Technical Skills

- MSME CERTIFIED **CONSULTANT & INTERNAL AUDITOR FOR ISO 9001-2015 QMS.**
- MSME CERTIFIED **CONSULTANT FOR FIRE SAFETY & INDUSTRIAL SAFETY.**

Computer Skills

- SAP,
- MIS,
- MS-Office,
- Tally ERP.

Personal Information

Father's Name	: Late Shri. Murlidhar G.Bhure
Mother's Name	: Asha M.Bhure
Spouse Name	: Roshani A. Bhure
Name of Kids	: Master Shriyaan A. Bhure, Age: 09 Years : Master Vivaan A. Bhure, Age: 02 years
Date of Birth	: 11/04/1982
Marital Status	: Married
Religion	: Hindu
Nationality	: Indian
Passport No.	: H1657271
PAN card	: APDPB8022K
Aadhar card	: 6346-6964-3492
UAN	: 100035560546
Language Known	: English, Hindi & Marathi
Hobbies	: Watching business news, travelling, playing & listing music.

Extra Curriculum Activities

- Participated in “Technical Summit on Industry Interaction”.
 - Participated in various inter college competitions like ad-making, Sales Promotion, Group Discussions, Fashion Shows & Cricket Tournaments.
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Date :

Place :

(Ashwin Bhure)