**Ajay Pasalkar**

**Contact Address Permanent Address**

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**OBJECTIVE**: Seeking a challenging position in the field of Human Resource in an organization of repute, where I could utilize

my skills and knowledge to create value in an organization.

**EXPERIENCE SUMMARY:**

* HR professional with **17 + years** of experience in Human Resource Management and administration activities.
* Proven ability to work with senior management team to integrate the human resource function within the overall business operating strategy.
* Area of expertise Employee Relations, Organization Development, Staffing Requirement, Operations Management, Team Building, Labour laws & Labour Welfare

**WORK EXPERIENCE:**

**Company**: Excel Industries Ltd.,  **APRIL 2025 To Till**

**Position**: **Manager - HR**

**Responsibilities**

* **HR Functions**
* End to End Recruitments of Lote Parshuram, Chiplun Plant
* Manpower position filing as per requirements of the department.
* HR Policies / Procedures
* Budgeted Manpower Planning
* Preparing dashboard
* Govt. Compliances for quarterly & annually returns
* Smoothly handled payroll in all factory premises with Zero grievances
* Manpower – Contract manpower, NAPS / NATs, Associates etc.,
* Training & Development – Workers up to Asst. Manager level
* Preparing agreements for all contractors.
* 20 New NAPS/NATs recruited
* **IR Function**
* **Independently handling Union agreement**
* **Handling grievance and redressed**

**Company**: CEAT SPEACILITY LTD.,  **SEPT 2022 To NOV’ 2024**

**Position**: **Manager - HR / Admin**

**Responsibilities**

* **HR Functions**
* End to End Recruitments of Ambernath Plant
* HR Policies / Procedures
* Knowledge of SAP Operation
* Filling Annual Returns forms as per Factory Act 1948.
* Filing returns as Contract Labour (R & A 1970)
* Pulse mapping for associate / worker level
* Preparing dashboard
* Responsible for Worker happy ness survey every month.
* Govt. Compliances for quarterly & annually returns
* Smoothly handled payroll in all factory premises with Zero grievances
* Manpower – Contract manpower, NAPS / NATs, Associates etc.,
* **IR Function**
* **OPEN HOUSE Culture**
* **Bol Bindas**
* **Handling grievance and redressal**

**Administration Functions**

* Govt. licencing like MIDC, Local govt. offices such as gram panchayat property taxes etc.,
* Follow up with MIDC for rent agreement, property tax, water and electricity invoices and timely payouts
* Contract labour management and compliances, control and wage checking and statutory payment verification Canteen Mgmt. Activities from all the shifts
* Liaison with Govt. authorities like DISH, Municipal Corporation, Police department, MIDC etc., for ensuring 100% legal compliance & developing healthy relation with these stakeholders.
* Responsible for contract labour management and compliances, control and wage checking and statutory payment verification.
* Transportation for Staff as well Associates etc.
* Preparation and implementation of Annual Budget and CAPEX for new assets for Office and Plants.  Maintaining the Company’s assets and their records.
* Developing and implementing security policies, protocols and procedures, Recruiting, training and supervising security officers and guards.
* Vendor Mgmt.
* Demonstrated strategic acumen in managing **Facility & Admin Budgets**  Negotiated with service providers to secure cost-effective solutions, ensuring seamless operations and setting up large-scale facilities
* Arranging get together programs like outbound in various places.
* Arranging Training Prog. in conference & meetings
* Statutory Compliance and liaising with Govt. / Semi Govt. depts., / Consultants / MIDCs
* Filling Annual Returns forms as per Factory Act 1948.
* Keeping all Contractors AMC Records
* Arranging monthly business communication to all the employees
* Miscellaneous functions related to Administration.
* Compliances with Contractors like House Keeping, A.Cs. Securities, Xerox etc.
* Correspondence with the Staff any other functions related to Personnel Dept.
* Checking the Maintenance Work of office (Electrical, Plumbing etc)
* Maintaining & updating the database on regular basis.
* Checking Pest control Treatment Monthly as well as weekly.
* Maintaining 5S in all plant premises
* Part of Deming grand award.
* Arranging workshops for Top Management level employees.

**Company**: **VERTIV ENERGY PVT LTD**  **SEPT 2015 To SEPT 2022**

Formerly known as EMERSON NETWORK POWER

**Position**: **Asst. Manager - HR / Admin**

**Responsibilities**

* **HR Functions**
* HR Policies / Procedures
* Smoothly handled payroll in all factory premises with Zero grievances
* End to End Recruitments of Ambernath Plant
* **IR Function**
* **Employee Grievances.**

**Administration Functions**

* Liaise with MIDC for property tax, monsoon shed etc related compliances
* Security Management, Transportation, Vehicle Management & Canteen etc., and aligning these function to achieve desired result. Monitoring & controlling the budgets of these operations
* Support to renew licence for MPCB, consent to operate, consent to established
* Support for Fire NOC licence for renewal.
* **Filling Annual Returns forms as per Factory Act 1948**.
* Filing returns as Contract Labour (R & A 1970)
* **Govt. Compliances for quarterly & annually returns**
* Canteen Mgmt. Activities from all the shifts
* Transportation for Staff as well workers & Top Mgmt. level for outdoor purpose.
* Vendor Mgmt.
* Arranging get together programs like Birthday’s / Retirements etc
* Arranging Training Prog. in conference & meetings
* Statutory Compliance and liaising with Govt. / Semi Govt. depts., / Consultants / MIDCs
* Filling Annual Returns forms as per Factory Act 1948.
* Keeping all Contractors AMC Records
* Miscellaneous functions related to Administration.
* Compliances with Contractors like House Keeping, A.Cs. Securities, Xerox etc.
* Correspondence with the Staff any other functions related to Personnel Dept.
* Checking the Maintenance Work of office (Electrical, Plumbing etc)
* Maintaining & updating the database on regular basis.
* Checking Pest control Treatment Monthly as well as weekly.

**Major role in Pandemic Covid 19**

1. Distributing face mask , face shield, hand gloves and monitoring.
2. Canteen fixing acrylic sheet in lunch table to maintain social distance.
3. Maintaining & monitoring social distance in Bus, factory premises and canteen as well
4. Monitoring thermal scanning three times in a day.
5. Transport facility to each & every employee from their residence to factory and keeping daily track.
6. Employees work safety ensuring social distance on shop floor.

**Company**: **BHARAT SERUMS & VACCINES LTD** **JAN 2014 – To SEPT 2015**

**Position**: **Manager IR / HR / Admin**

**Responsibilities**

**HR Functions**

* **Preliminary Interviews Scrutinizing of the resumes based upon specific dept requirements in terms of qualification, skills etc.**
* Acquaintances / References for recruiting the candidates
* Searching & Short listing the candidates for right person for right jobs.
* Training & Development activities like First Aid, Safety, Executive Etiquettes & Manners , Communication Skills, etc.
* Induction & Orientation Programme
* Employee Engagement
* End to End Recruitment
* HR Policies / Procedures
* Liaise with various Recruitment Agencies.
* **Filling Annual Returns forms as per Factory Act 1948**.
* Filing returns as Contract Labour (R & A 1970)
* **Payroll Processing in Spine Software**
* **Recruitment like Engineers up to Asst. Manager Level.**
* **To take a part of handling Union Agreement with help of Seniors**
* **Govt. Compliances for quarterly & annually returns**
* Training & Development – Taking a part of TPM activities (Total Productive Maintenance)
* Handling IR functions like Salary Issues, Union Matters, Safety Issues etc
* Meeting with Govt Bodies in any related issues.

**IR Functions**

**Handling Industrial Relations activities with the help of Seniors**

**Administration Functions**

* Canteen Mgmt. Activities from all the shifts
* Transportation for Staff as well workers & Top Mgmt. level for outdoor purpose.
* Vendor Mgmt.
* Arranging get together programs like Birthday’s / Retirements etc
* Arranging Training Prog. in conference & meetings
* Statutory Compliance and liaising with Govt. / Semi Govt. depts., / Consultants / MIDCs
* Filling Annual Returns forms as per Factory Act 1948.
* Keeping all Contractors AMC Records
* Employee Grievances.
* Miscellaneous functions related to Administration.
* Compliances with Contractors like House Keeping, A.Cs. Securities, Xerox etc.
* Correspondence with the Staff any other functions related to Personnel Dept.
* Checking the Maintenance Work of office ( Electrical, Plumbing etc)
* Maintaining & updating the database on regular basis.
* Handling canteen activities. We have subsidies food in our canteen.
* Checking all Electrical Equipment like Xerox machine, Printer, Fax etc Daily
* Checking Pest control Treatment Monthly as well as weekly.

**Company**: APCOTEX INDUSTRIES LTD **AUG 2011 – JAN 2014**

**Position**: HR Admin Sr. Executive

**Responsibilities**

**HR Functions**

* **Preliminary Interviews Scrutinizing of the resumes based upon specific dept requirements in terms of qualification, skills etc.**
* Acquaintances / References for recruiting the candidates
* Searching & Short listing the candidates for right person for right jobs.
* Training & Development activities like First Aid, Safety ,Executive Etiquettes & Manners , Communication Skills, etc.
* Induction & Orientation Programme
* Employee Engagement
* End to End Recruitment
* HR Policies / Procedures
* Liaise with various Recruitment Agencies.
* **Filling Annual Returns forms as per Factory Act 1948**.
* Filing returns as Contract Labour (R & A 1970)
* Employee Grievances.
* **Payroll Processing in Spine Software**
* **Recruitment like Engineers up to Asst. Manager Level.**
* **To take a part of handling Union Agreement with help of Seniors**
* **Govt. Compliances for quarterly & annually returns**
* Training & Development – Taking a part of TPM activities (Total Productive Maintenance)
* Handling IR functions like Salary Issues, Union Matters, Safety Issues etc
* Meeting with Govt Bodies in any related issues.

**Administration Functions**

* Canteen Mgmt. Activities from all the shifts
* Transportation for Staff as well workers & Top Mgmt. level for outdoor purpose
* Contractual activities for Company’s amenities like guest house, Xerox Machine, A.C., EPBAX system , ERP & Spine software AMC Etc.
* Vendor Mgmt.
* Arranging get together programs
* Arranging sports activities like Cricket, Carrom, Table Tennis on occasion of Dussera & Diwali
* Arranging Training Prog. in conference & meetings
* Statutory Compliance and liaising with Govt. / Semi Govt. depts., / Consultants
* Filling Annual Returns forms as per Factory Act 1948.
* Keeping all Contractors AMC Records
* Employee Grievances.
* Payroll Processing in Divya Module & ERP (Oracle / JAVA based Programs.)
* Miscellaneous functions related to Administration.
* Compliances with Contractors like House Keeping, A.Cs. Securities, Xerox etc.
* Correspondence with the Staff any other functions related to Personnel Dept.
* Checking the Maintenance Work of office (Electrical, Plumbing etc)
* Maintaining & updating the database on regular basis.
* Handling canteen activities. We have subsidies food in our canteen.
* Checking all Electrical Equipment like Xerox machine, Printer, Fax etc Daily
* Checking Pest control Treatment Monthly.

**Company**: HIND RECTIFIRES LTD **JAN 2009 – AUG 2011**

**Position**: Officer – HR & ADMIN

**Responsibilities**

**HR Functions**

* Induction & Orientation Programme.
* Liaise with various Recruitment Agencies
* Acquaintances / References for recruiting the candidates
* Searching & Short listing the candidates for right person for right jobs.
* Training & Development activities i.e. communication skills, etc
* Preliminary Interviews.
* Maintaining & Updating the database on regular basis
* Posting Jobs on various Jobsites.
* Sourcing candidate from Database & well known acquaintances.
* Co-Coordinating with Short listed candidates.

**Administration Functions**

* Statutory Compliance and liaising with Govt. / Semi Govt. depts., / Consultants
* Filling Annual Returns forms as per Factory Act 1948.
* Employee Grievances.
* Payroll Processing in Divya. Module & ERP (Oracle / JAVA based Programs.)
* Miscellaneous functions related to Administration.
* Compliances with Contractors like House Keeping, A.Cs. Securities, Xerox etc.
* Correspondence with the Staff any other functions related to Personnel Dept.
* Checking the Maintenance Work of office ( Electrical, Plumbing etc)
* Maintaining & updating the database on regular basis.
* Handling canteen activities. We have subsidies food in our canteen.
* Checking all Electrical Equipment like Xerox machine, Printer, Fax etc Daily
* Checking Pest control Treatment Monthly.

**Personnel Functions**

* I have deep faith in Human Assets and believe that developing them in the right way can give miraculous results.
* I have good counselling skills on my asset side, by which I deal with typical problems like Absenteeism, truancy, or any other indiscipline.
* Cost reduction, organizing events, reaching the potential in people and maintaining discipline in the organization are the things I love to work for.

**Civil Administration**

* We were developing New Office Building in the Company premises.
* I am independently handling all the correspondences like lift arrangements which is contractual with (OTIS ELEVATOR) & civil work whenever required.
* Checking the Housekeeping activities on daily basis.
* Checking the Maintenance Work of office (Electrical, Plumbing etc)
* Compliances with all the activity which is required by Civil Work

**Company**: ASTRAL GLASS PVT LTD **JUL 2004 – DEC 2008**

**Position**: Asst. Admin / HR

**Responsibilities**

* Handling day to day payment Vouchers/ IOUs.
* Record for Time Keeping and Attendance for Staff / Workmen
* Salary processing in ERP Systems & FoxPro base program.
* Record Keeping for ISO 9001 : 14001
* Day to day attendance punching for Managers and above.
* Maintaining & Updating the database on regular basis
* Training given to Workmen & Staff Members like Win98-2000, Ms-Office, Internet etc.
* Also got an opportunity to actively participate in their day to day HR/IR functions.

**Personnel Functions**

* Sourcing of Candidates
  + Press, Advertisement
  + Follow – Up with Placement Agencies
  + Job Web Sites & Job Portals
  + Any Other Source.
* Arranging Interviews
* Issuing Appointment / Confirmation / Promotion / Increment Letters etc,
* Maintaining Employees’ Personal Files.
* Maintaining & Updating the database on regular basis
* Sourcing candidate from Database & well known acquaintances.
* Co-Coordinating with Short listed candidates.

**PROFESSIONAL QUALIFICATIONS:**

* **MBA – HR** from Welingkar Institute, Distance Learning.
* Diploma **in Human Resource Management** (DHRM), from Welingkar Institute, Dadar, University (2008 – 2009)
* Diploma **in Labour Law and Labour Welfare** from NBT Law College, Nashik, University of Pune (2006-2007)
* **B. Com** from NDMVP Samaj’s College, Igatpuri, University of Pune (2003 – 2004)
* **HSC.** from Mahatma Gandhi High School & Jr College Igatpuri, Dist – Nashik, Pune. Year – {2000 – 2001}.
* **S.S.C**. from Mahatma Gandhi High School & Jr College Igatpuri, Dist – Nashik, Pune. Year – {1998-1999}.

**COMPUTER LITERACY:**

* High. Knows and efficient in using software applications such as FoxPro, dBase, SQL, MS Word, MS Excel, MS Access, MS

Power Point, etc.

**PERSONAL Détails**

Name : Ajay Arun Pasalkar

D.O.B. : 11/11/1982

Status : Married

Nationality : Indian

**Date**

**Place**

**(Ajay Pasalkar)**