

## RAJESH M. NIKAM

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### ACADEMICS:

- ☒ PG in LL.B ( 3 Yrs Course ) from Pune University with 50 % Marks in 2010.
- ☒ PG Diploma in D.L.L. & L.W. (1 year course) from Pune University , with 55 % Marks in 1999.
- ☒ PG in M .P. M. (2 Yrs course Human Resource ) from Pune University with 55 % in 1996.
- ☒ Graduation in B.COM ( 3 Yrs Course ) from Pune University with 45 % in 1990.

### IT PROFECIENCY:

Operating Systems : Windows 98/2000/Windows7/8/10.  
Software Skill : MS office, HRMS, Job portals & Applications.etc.

### PERSONAL SNIPPET :

Date of Birth : 29<sup>th</sup> May 1969.  
Gender : Male  
Languages known : Marathi , English, Hindi  
Father's Name : Murlidhar G. Nikam  
Permanent Address : Plot No.40, Behind Mahadeo Temple Shramik Nagar, Satpur, Nashik . – 422012.  
Present Address : Flat B- 1 / 204 , Sukur Reside NCY, Near Sai Baba Complex , Thane – 400607.

### INDUSTRIAL RELATIONS , HUMAN RESOURCE , ADMINISTRATION ,TALENT ACQUISITION, COMPENSATION & BENEFITS :-

#### OBJECTIVE :

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

#### AREA OF EXPERTISE:

Negotiation of collective Bargaining Agreement , Develop & Implement Strategy to deal with Union, Day to day Counseling for Resolving the Matters/ disputes , Union Negotiations, Wage & Salary Administration, Recruitment, Compliance, Employee Engagement, Handle Arbitration with good process , Office Administration, Induction & Training, Grievance handling, MIS, Coordination & Liaoning, Employee Retention, Labour Law, Employee Relations, Personal Management, Performance Management, Team Management. Talent Management, Talent Acquisition., Handle ISO / IATF Audit., Manage Contract Labour Strategy, work force engagement As per Labour Law,etc.

### ORGANISATIONAL SCAN:

Currently Work as a Manager HR & Admin . at METCRAFT STEEL PVT. LTD. Andheri , Mumbai from June 2023 to till date  
( Report to CMD & Director , Strenth - 250 )

In organization to Control, Develop, Directing, Organizing, Creating, as & when necessary.

Should be humble but firm,fair & factual.

Handling multiple contractors & unions , effective handling of Contract labours.

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.

Maintaining & Follow- ups of Absconding on Duty Tracker on regular basis.

Conducting policy session of new employees.

Wage & Salary Administration.

**M/s. Futurz Staffing Solution Pvt. Ltd. Bhiwandi , Kalyan. (Works as a Master Vendor of Flipkart ) from Sept. 2021 – May 2023**  
**( Report to CMD , VP – HR, Admin & 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.

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 .

#### **Reason for leave – Contract Over**

**M/s United Rubber Industries India Pvt. Ltd ,( Manufacturing Industry ) Mumbai , from Sept. 2019 - March 2020. For the Post of G.M. – 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 )

**From April 2012 – August 2019 for the post of Manager HR & Administration .**

**( 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.

Developing & implementing disciplinary policies.

Liaoning and coordinating with Senior Project Officer (UNDP) for HR / IR / ER related issues.

Wage & Salary Administration

Monitoring Travel Expenses of the all the Project Employees.

Coordinating with the IR / HR / Admin. team & Senior Managers on regular basis.

Workforce engagement

Compensation & Benefit

**Reason for Leave –** Closure of the Company

**M/s Charosa Wineries Ltd.** Nashik ( Manufacturing Industry ) from July 2008 – Feb. 2011.

**For the post of Dy. Manager HR & Administration.**

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

Played a key role in handling compliance.

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.

Maintaining & Follow- ups of Absconding on Duty Tracker on regular basis.

Investigates & Advices Paramount Management on disciplinary & Personal matters involving Union employees & Assets in Developing & Implementing a Performance Improvement Plan, as request.

**Reason for Leave :** - Better Prospects.

**M/s G4S Securities Services Pvt. Ltd. Nashik. ( Serevice Industries ) From May 2006 to July 2008.**

**Assistant Manager – Personnel & Administration .**

**(Report to M.D./ Regional Manager / Branch Manager & Strenth of Employees – 450 )**

In organization to Control, Develop, Directing, Organizing, Creating, as & when necessary.

Developing & Implementing innovative strategies to streamline factory operations..

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.

**M/s Shri Narayan Organics Pvt. Ltd. Taloja , New Mumbai ( Manufacturing Industry )  
From Jan.1999 - Apr. 2006. Position Held as a Personnel Officer 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.

**PROFESSIONAL MEMBERSHIP :**

Membership with Govt. Of Maharashtra as on 14<sup>th</sup> Feb. 2003 for the post of “ **LABOUR WELFARE OFFICER** ”  
Membership No. Director of Industrial Safety & Health / 94 -S / N - 2002.

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**DECLARATION:**

I hereby declare that the above details are true and correct to the best of my knowledge.

**RAJESH M. NIKAM**