MANOJ BAWANE

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***M.B.A (HR),****With 7 yrs plus Proficient experience in handling all HR, ADMINISTRATIVE and MANAGEMENT functions in CORPORATE HOUSES and BIG INDUSTRIAL ORGANISATION.*

**PROFILE: A young and dynamic HR and ADMINISTRATIVE professional with over 5 years plus experience in handling HR matter, ADMINISTRATIVE Function and INDUSTRIAL RELATED issues especially in Large Corporate Houses and Big Manufacturing Plant. Strong background in implementing HR &Admin policies, statutory compliances, IR related matters, maintaining cordial workers/staff/management relations. Demonstrated capabilities in handling recruitment, selection. Wages and administration, handling. Management of contractual workers staff and their grievances.**

**Adept in building productive relations with regulatory agencies for smooth operations. Proven expertise in regulating the admin process properly, cordially maintain the relation between employees to the employer. Brief of some of my strategic skills is appended here below:**

|  |  |  |
| --- | --- | --- |
| **Manpower Planning.** | **Recruitment/Selection.** | **Training development.** |
| **Compensation & Benefits** | **Infrastructure Management.** | Industrial Relations. |
| **Performance appraisal.** | **Overall administration.** | **HR Activities** |
| **Labour Management.** | **Personnel Activities** | **Statutory Matters** |

* Sincere and diligent with capability to perform under tight work schedules.
* Strong interpersonal and problem solving skills.

**PROFESSIONAL EXPERIENCE:**

**MANAGER (HR ADMIN IR) 01/05/2014 to still working**

**KRIMS HOSPITAL LTD.**

### KRIMS is a Multi-specialty hospital located in the heart of Nagpur city, catering to the population of Nagpur, Vidarbha, Madhya Pradesh, Chhattisgarh, Andhra Pradesh and various rural areas of Central India. It is a state of the art hospital providing all the services under one roof. It is a pioneer project established in 1997 by the founder Chairman & Managing Director Dr. Ashok Arbat, who is a renowned Pulmonologist of Central India.

**OFFICER (HR/ADMIN) 01/03/2012 to 31/04/2014**

**Center Point Hospital & Medical Research Institute Nagpur-440009**

Center point hospital is a fast growing multi-super specialty healthcare organization located in the heart of the city and is in the close proximity of historical and well known Government Medical College, Nagpur. It has easy and convenient approach from all directions

**ASSISTANT MANAGER(HR./IR/ADMIN) 1/9/2010 to 30/02/2012**

**Universal G I S tech system limited, Shivaji Nagar, Nashik PunaRoad, Nasik**

**A large corporate** house work in Infrastructure development, Tax assessment, and G I S.services.

Has completed project in Maharashtra (Nagpur, Jalgaon, and Nasik).

**JOB PROFILE**

**MANAGER (HR ADMIN IR) 01/05/2014 to still working**

**KRIMS HOSPITAL LTD.**

**Recruitment & Resourcing**  
Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.   
Planning human resource requirements in consultation with heads of different functional & operational areas; conducting selection interviews and searching candidate through advertisement & head hunting.  
Supervising staffing, recruitment, induction program, contract negotiations, exit interview, discipline, policy & procedures.

**Salary Administration / Time Operations**   
Managing payroll functions of the staff as per attendance & wage structure; organizing rewards, incentives and awards for employees.  
Handling promotions, up gradations, transfers, annual revisions, full & final settlements, PF, ESI, PT, loan, advance and other statutory recoveries.  
Evaluating the performance of employees as per identified KRAs by developing monitoring mechanism for measuring performance.   
Monitoring Time Office activities and maintenance of attendance, various rules, holiday calendars, work schedules and leave records necessary for processing payrolls of employees.

**Training & Development**   
Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.   
Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.

**Employees Welfare Activities**   
Attending arbitration at labour courts and WC, Mediclaim and CAR policies issues.   
Supervising activities of Canteen, Staff Mess and Dispensary; preparing tour & travel plans for Touring Officers.  
Preparing Health Calendar of Employees and arranging medical checkup in co-ordination with Medical Officer.

**General Administration**  
Monitoring and implementing facilities provided by concerned agencies for the smooth functioning on day-to-day basis.  
Closely interacting with Government Authorities on various administrative matters; liaising with Govt. Officials Social.

Monitoring Facilities Management including Housekeeping, Security, and Asset Management.

**JOB PROFILE**

**OFFICER / MANAGER (HR/ADMIN)01/03/2012 to 30/04/2014**

**Center Point Hospital & Medical Research Institute Nagpur-440009**

**Responsible for** assisting to MANAGING DIRECTOR for HR ADMIN & Legal needs in day 2 day functioning in the hospital.

Hole & sole responsible for **HR & ADMINISTRATIVE activities** in the Hospital.

**Handled** similar duties as with the present position including performing all functions of HR & ADMIN as Responsibility of manager in Healthcare industry

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**Assessed** administrative /infrastructure needs of the establishment and prepared action plan

To undertake phase wise implementation. Initiated proposals to secure competent approval

**Responsible for creating** a positive work culture by using various innovative system and

Method of HR & ADMIN policies also ensuring employee engagement.

**Responsible for Legal matters**, Renewal of contracts like Fire NOC, Hospital registration with NMC as per their agreed rules & regulation, Documentation Facility management, Maintenance of Hospital Infrastructure.

**Responsible** for overall administration, implementing the HR policies and handling admin

Related matters.

**Supervised** the processes of recruitment and selection and devised innovative system of performance appraisal. Overall responsibility for implementation of ADMIN/HR policies

**Identified** training needs and organizing training programs for regular updating of employees

skill.

**Handled** management of facilities/infrastructure to ensure cost effective workability.

**Responsible for HR activities:**

Creating and maintaining strategic HRD planning, Recruitment, Induction, Training & development, Performance appraisal, preparation of job analysis reports, application of problem shooting solution, noting of employees grievances, settlement of grievances, Budgeting, Employees moral development plans and execution.

**Responsible for ADMINISTRATIVE activities.**

Security management, housekeeping, Transportation, insurance of all asset employees, Telephone lines, mobile lines, canteen management, stationary management, maintenance of estates and properties, Administration, notices Circulars Overall day to day control.

**Assessed** administrative /infrastructure needs of the establishment and prepared action plan to undertake phase wise implementation. Initiated proposals to secure competent approval. **Responsible for** creating the positive work culture by using various innovative method of ensuring employment engagement

**EXECUTIVE (HR/ADMIN/IR)1/9/2010 to 30/02/2012**

**UNIVERSAL G I S TECH SYSTEM LTD.**

**JOB PROFILE**

* **Responsible** for rendering assistance & administration to Director/Assistant director& Management in day-to-day functioning of the Branch..
* **Resolved** contractual and pay roll staff member problems and handled their grievances as per laid out procedures.
* **Implemented** various guidelines and orders received from the government of N M C (Nasik Municipal Corporation).
* **General Administration**: Systematically maintained personal records of all employees,, Leave Records, also deftly managed security, guesthouse, transport and other facilities.
* **Business and Development:** Controlled and coordinated construction process for the stated project, interaction with suppliers, like cement, iron, and its administration etc.
* hardly negotiations with suppliers like workers and equipment.
* **Store Section**: Interacted with other departments to compile the requirements of equipment, stationery etc. and initiated procurement action to ensure timely availability of stores on most reasonable terms. Systematized the process of receipt, issue, storage etc with proper recording.
* **Account section**: Conducted verifications of TA/DA bills, and authorized payments to suppliers/service providers, Statutory Payments and disbursal matters.
* **Tax Assessment:** Monitoring to the team of surveyors as per their agreed job profiles. For the stated project
* **Handled** Management of Facilities/infrastructure to ensure cost effective workability.

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

**M.B.A (HR) -2011**

**B.B.A (HR) - 2009**

V.D C E T. NAGPUR UNIVERSITY

Pass out year: 2011

Mark obtained: 59%.

**PERSONAL DETAILS:**

**Name :**Manoj Shrikrishnaji Bawane.

**Address :**Deshpandey Lay Out Wardhaman Nagar Nagpur.440008.

**Contact no ;9665027179**

**Date of Birth :**29/11/1988

**Marital status:** Unmarried.

**REFERENCES**

**\*Other References Available on request**. \*

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NAME:

DATE