

# RESUME

## **SANJAY BALKRISHNA GANAVE**

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### **CAREER OBJECTIVE:**

To align HR and Administration functions with global practices followed for achieving desired results by inculcating cultural change and establishing process and systems that will lead organisation for achieving global leadership in its business portfolio.

### **PROFESSIONAL CAREER PROFIL**

Recent Organisation – **EXCEL HONE MANUFACTURING (I) PVT LTD. RABALE-THANE**, Designation – **MANAGER (HR AND ADMINISTRATION) IN Consultant Category**. Overall In-charge of Human Resource, Administration, Security, Housekeeping, Statutory Compliance Functions at their Rabale Mfg. Facility.

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### **EMPLOYMENT HISTORY:**

Organisation – **SATYAM PHARMCHEM PVT.LTD. RASAYANI**, Designation – **MANAGER (ADMINISTRATION)**. Overall In-charge of HR, Administration, Security, Housekeeping, Statutory Compliance, Implementation of QMS etc at their Rasayani Plant.

Organisation – **GUMPRO DRILLING FLUIDS PVT.LTD. KHOPOLI**. Designation – **MANAGER (HUMAN RESOURCE & ADMINISTRATION)**. Overall In-charge of HR, Administration, Transport, Security, Canteen, Worker Residential Colony at Khopoli and Corporate HR and IR function.

Organisation – **AGRAWAL FASTNERS PVT LTD.VASAI**. (India's 2<sup>nd</sup> largest manufacturer of Stainless Steel Fasteners and Export House).  
Designation – **SR.EXECUTIVE (HUMAN RESOURCE)**.

Organisation – **SUPREME PETROCHEM LTD., NAGOTHANE** (A Petrochemical Company with ISO 9001, ISO/TS16949, ISO 14001 and OHSAS 18001 Certification) having Production Capacity of 2,72,000 TPA  
Designation – **DY. MANAGER (ADMINISTRATIVE SERVICES)**.

Organisation – **COLOUR CHEM LIMITED, ROHA (CLARIENT INDIA LTD)**  
(A Multinational and largest Indian Manufacturer of Pigments, Dyes and Leather Chemicals)  
Designation – **ADMINISTRATION ASSISTANT**.

### **Significant Achievement:**

- Established HR and Admin Department in the organisation during initial set up of Plant.
- Active team member for establishing QMS(ISO 9001) in the organisation. Independently prepared draft QMS Manuals, Procedures, Forms and Formats for Office of MR and HR Department
- Effectively established Centralised Contract Management System in the organisation.
- Successfully handled forest case Matter for amicable settlement.
- Successfully handled factory plan approval and licence renewal for merging of two manufacturing units at Khopoli.
- Set up Occupational Health Centre along with appointment of Medical Officer to comply with requirement of Factory Act 1948.
- Successfully implemented and handled various policies and IR Issues without any industrial unrest.
- Improved Attendance and Late reporting of Workers by regular monitoring, counselling and mentoring.
- Successfully implemented SPINE HR – Attendance, Leave and Payroll Management System.
- Brought down unproductive Overtime Expenses and Canteen expenses by effective monitoring.

## DETAILS OF EXPERIENCE AND JOB PROFILES HANDLED

### HUMAN RESOURCE AND ADMINISTRATION:

- Overall Control, Management and Monitoring of Employee Life Cycle right from Manpower Planning, Recruitment to Exit Interview and Full & Final Settlement.
- Establishing and Implementation of HR and Admin. Department Set up
- Establishing and Implementation of various SOP's, Practices, Forms and Formats for managing entire HR, Administration and Security function to achieve desired result.
- Co-ordination and Liaisoning with Statutory and Legal Bodies, Govt Officials, Local Bodies for obtaining various licenses, permissions, approvals and for other company matters.
- Representing company on various issues with local Industries Association.
- Smooth functioning of Human Resource, Administration and Security Department and other facilities at Factory.
- Establishing and Ensuring implementation of SOPs for HR, Administration and Security Function.
- Managing the recruitment of employees for sourcing the best talent from diverse sources after identification of manpower requirements either through direct advt. in New Paper, Job posting on Naukri.com, Work India, Apha, Monster India and local Placement Agencies. Campus Interview, Reference from Employees and Consultant depending upon the status of the position to be filled in.
- Short listing of CVs, Arranging Interview, Conducting Primary Selection either through Written Exam and Primary Interview, Co-ordination for final Selection/Interview Process and Salary Negotiation
- Employees Leave and Attendance Record (Bio-metric System and Muster).
- Salary / Wages and Loan/Advances/ Statutory Deduction (PF/ESIC/PT) of Staff and Workers (Payroll Management).
- Employees and Contractual Manpower Attendance Monitoring (Spine Attendance and Attendance Registers),
- Employee's records in ERP Systems (Spine Payroll System) and Personal File.
- Completing Joining Formality, Issuing Offer Letter, Appointment Letter, Confirmation Letters.
- Arranging Induction Training.
- Issue of Identity Card / Joining Kit / Mobile/ Personal Lockers, Uniforms and PPEs.
- Performance Management and Yearly Appraisals, Increment Letters. Annual Statutory Bonus/Ex-gratia Payments.
- Exit Formality, Exit Interview's, Relieving Letter, Experience Letter and Full and Final Settlement.
- QMS for HR dept. Preparation and Implementation of SOP's, Record Keeping, Attending Internal and External Audit.
- Training Need Identification based on competency mapping/gap identification technique and arranging External Training for identified training needs as per Yearly Training Calendar.
- Arranging Annual Medical Check-up of Staff and Workers.
- Compensation, Benefits and Policies.
- Scrutinizing and Approving Staff / Workers tour duty bill, LTA Bills, Medical Reimbursement voucher and other expenses such as Transport Maintenance, Canteen Expenditure etc..
- Procurement of furniture, pantry supplies, stationery items, Uniforms, PPEs, Housekeeping Material.
- Handling employees grievance/ queries.
- Conducting Internal Enquiries, Issuing Warning, Show Cause Notice. Conducting internal Enquiries and disciplinary action. Attending Court Matter.
- Manpower Planning and Outsourcing of Manpower (Contractual Manpower).
- Security Checks – Inward/Outward Material Register, Visitors Records/Movements, Material Gate Passes, Watch and ward, Movement of vehicles, Employees Vehicle Parking Management.
- Preparing Shift Schedule for Security and Housekeeping Staff.
- Monitoring key process of Department for achieving management objectives.
- Managing HR and Administration Budget.
- Ensuring Housekeeping of Office Premises, Factory Premises, Kitchen/Cafeteria.
- General Maintenance and Upkeep of Company Vehicles, Kitchen Utilities, Residential Colonies, Lawns and gardens.
- AMC for various administrative Contract – Negotiation, Vendor Management, Contract Renewal
- Courier, Telephone, Photocopier and other office equipment maintenance
- Renewal of various consents / agreements with Statutory Bodies.
- Leave and License agreement for rented accommodation.

- Travelling, Hotel Booking, Ticket booking arrangement for company's employees visiting outside locations.
- Arranging for printing of various stationery items such as various Forms Formats, Registers required by various department.
- Keeping account of Telephone Bills, Electricity Bills and other expenses on various facilities.
- MIS for Top Management authorities
- Determining training needs of employees through Skill Gap Analysis, Pre & Post Training Evaluation and accordingly preparing annual training calendar & organising training schedules.
- Obtaining trainees' feedback for determining the effectiveness of training programmes & carrying out modifications if necessary.
- Developing internal faculties for conducting in-house training programmes for cost effectiveness as well enhancing skill levels.

#### **Additional Responsibilities and Functions Handled:**

Public Relations, Corporate Social Responsibility (CSR) Purchase Function, Engineering Stores, QMS (Implementation and Auditing), Customer Complaint Handling and Resolution, Training and Development, Petty Cash Management and Approval of HR and Admin related Vouchers / Payments, Warehouse Management for Raw Materials, Packing Material and Finished Good including Dispatch of Finished Goods..

#### **PERSONAL INFORMATION**

Date of Birth and Age – 17th June 1969  
Marital Status – Married. One Son.

#### **Present and Correspondence Address:**

D-202, Balaji Super Market, Phase 1,  
M.G.Road, Opp.DG1 Showroom,  
At, Post and Taluka: Pen, District:Raigad – 402107;

#### **EDUCATIONAL QUALIFICATION:**

Commerce Graduate from Mumbai University.  
MBA -Completed 1<sup>st</sup> Semester from Indira Gandhi National Open University, Delhi.

#### **OTHER PROFESSIONAL COURSES AND TRAININGS:**

##### **INTERNAL AUDITOR (ISO 9001) / (ISO/TS 16949)/ ISO (14001)**

Qualified Internal Auditor for Quality Management System (ISO 9001:2008) through M/s.Qualicon Services, Pune and (ISO/TS 16949) though M/s. OMNEX India Pvt.Ltd, Chennai and M/s.Qualicon Services, Pune.

##### **CERTIFIED COMPETENCY MAPPING MANAGER**

Successfully completed 6 MONTHS CERTIFICATE COURSE.

##### **TRAINING PROGRAMMES ATTENDED**

- FIRST AID TRAINING BY ST.JOHN-AMBULANCE, THANE
- FIRE FIGHTING AND EMERGENCY HANDLING TRAINING.
- OHSAS 18001 / ISO 45001– INTERNAL AUDITORS TRAINING ON OHASS.
- PERSONALITY DEVELOPMENT – MANAGEMENT STUDY CENTRE, CHENNAI.
- MANAGEMENT PRINCIPLES AND PRACTICES BY MR.SHARU RANGANEKAR
- CONTRACT LABOUR MANAGEMENT – PRINCETONE ACADEMY, MUMBAI (MR.P.S.PADHI)

(Sanjay B. Ganave)  
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