**CURRICULM VITAE**

Dinesh Somnath Bhamre

Saraswati Nagar,

Shivaji Chowk, Vijalpur

Navsari (Gujarat)

Mobile: 9537486151

Email: dsbhamre1967@gmail.com

**CAREER OBJECTIVE**

To work in a challenging environment which provides me an opportunity to contribute and grow with the organization. I take pride in my work to the highest professional standard and with strong background in team work.

**QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Qualification** | **Board / University** | **Year of passing** |
| 1 | S.S.C. | Guj. Secondary Edu. Board, Gandhinagar |  1982 |
| 2 | H.S.C. | Guj. Higher Secondary Edu. Board, Gandhinagar | 1984 |
| 3 | B.Com. | South Gujarat University | 1987 |
| 4 | Diploma in Industrial Relations & Personnel Management | National Council for Labour Management, Chennai | 1998 |

**WORK EXPERIENCE**

* I have been working with M/s. Neutral Glass & Allied Industries Pvt. Ltd., Kosamba (Governed/under taken by a MNC M/s. Gerresheimer, Germany) since 24-06-1993 as Senior Officer –HR.
* I have worked with M/s. Mafatlal Fine Spinning & Manufacturing Co. Ltd., Navsari from 23rd December 1989 to 14-01-1993. As a tr.Clerk.

**JOB RESPOSIBILITY**

* Recruitment
* Handling Salary matters of direct & indirect Employee.
* Handling Payroll for salary & Attendance.
* Maintain all employee’s personal records.
* Maintain record of Attendance & Leave.
* Maintain contractor labours attendance record & compliance.
* Supervision of Security Department.
* Supervision of time keeping activities.
* Controlling canteen activities, billing handling.
* To manage day-to-day activities & function of Administration & HR.
* Time Office Activities.
* Overtime Analysis.
* Manpower Analysis.
* Preparation of Full & Final settlement. Performance appraisal report.
* To point out absenteeism cases to the superior.
* Industrial / Employee Relation and Welfare
* Statutory Compliances: Preparation of various reports for Govt. (F.I.O./Empt.
* Exchange / Labour Office / Apprentice / P.F.) Annual Return etc.
* Correspondence with H.O. and other outside parties/contractors.
* Disciplinary action related to various misconduct under Model standing orders act.
* Issue of show cause, charge sheet.
* Domestic enquiry and subsequent disciplinary action on delinquent workmen.
* Grievance Handling: To solve floor level issues of workmen related to welfare Facilities, working conditions etc.

**PERSONAL DETAILS**

* Name : DINESH SOMNATH BHAMRE
* Date of birth : 29-06-1967
* Address : Saraswati Nagar

 Shivaji Chowk, Vijalpur Navsari, Gujarat

* Age : 48 Years
* Salary Expected : Negotiable
* Linguistic Ability : English, Gujarati, Hindi, Marathi

I hereby declare that all the details furnished here are true to the best of my knowledge.

 Date Dinesh Bhamre