

CURRICULUM VITAE

APOORV ASHTEKAR

S/O Mr. ABHAY B ASHTEKAR

521, SHIV CITY, NEAR SILICON CITY A.B.

ROAD RAU RAJENDRA NAGARINDORE

(M.P.)

Pin: 452001

Email: apoorvashtekar@gmail.com

Phone no. +917748900021

Respected Sir (HR Dept.)

*Kindly find enclosed my Resume, which give details of my education,
Professional experience and computer skills.*

*I possess strong morals, which lead me into long hard hours at school and full-time job
in order to succeed in a challenging environment. These values also motivate me to
perform diligently and loyally and in the best interest of my employer. I know that
commitment, dedication, and intelligence is required in a corporate sector.*

*It would be a great pleasure for me if I were given a chance of interaction with you & your
organization. Please contact me at the above-mentioned address/Telephone No.*

Hope to receive a favorable reply from your side.

Sincerely Yours,

APOORV ASHTEKAR

Apoorv Ashtekar
521, Shiv City,
Near Silicon City, A.B. Road Rau Indore,
(Madhya Pradesh) Pin.452001
E-mail: - apoorvashtekar@gmail.com
Contact No- 7748900021 ;7772900021.

CAREER OBJECTIVE

Middle level Human Resources and Sales Marketing professional experience in creating high performing culture professional with 11 years of hands-on experience in various industries like Power, Construction and Insurance sector. Well versed with designing and implementing Recruitment, including Human resource operations, Industrial relation and Administration, HR Policy and Sales Marketing and team handling.

To secure an innovative position in the field of Human Resource and Legal Matter to make the optimum use of my strength and capabilities to get the best result and to contribute the maximum share in the success journey of the organization irrespective of its size without any of my selfishness I will contribute my best towards the respective organization.

PRESENT EXPERIENCE

Present Assignment: From Sep 2023 to till date as **Senior Officer HR Reporting to Head - HR.**
Working with **Adani Power Ltd.**

Adani Power is an Indian multinational power and energy company, subsidiary of Adani Group and based in Khodiyar in Ahmedabad, India. It is a private thermal power producer, with a capacity of 12,450 MW. Adani Power Limited (APL), a part of the diversified Adani Group, is the largest private thermal power producer in India.

My job profile is as under.

- Personal Assistant of HEAD HR & Sr. Officer HR Operations (Joint President Adani Power Ltd.).
- Compile letters, notes, memos, documents, and other items for the president. Makes travel arrangements and develops itineraries.
- Manage the president's schedule, making appointments and meetings.
- Prepares reports and briefings for the President and prepare for daily meetings as necessary. Attend meetings with the President and ensure follow up actions and items are completed by appropriate staff and faculty.
- Develop and maintain information and file sharing systems for the Office of the President.
- Outgoing office correspondence, speeches, etc., for procedural, grammatical and factual accuracy. Draft letters of invitation, thanks, congratulations, acknowledgment, etc., for the President's signature.
- Managing the complete Operation life-cycle for fulfilling the best talent from deserve sources as per requirements.
- Handling end to end cycle of outsource employees from recruitment to exit formalities.
- Maintain employee records, attendance, and leave management systems.
- Responsible for paying Professional Tax & Superannuation generating monthly Payroll Services under Various Acts Like, Gratuity, Leave.
- Prepare Monthly Employee master (Department & Site wise).
- Maintain Monthly Budget vs actual file.
- PR – PO & NIS Processing in SAP.
- Processing all types of bills & Invoices related to HR.
- Verification of salary & wages of off role staff as well as contract workers.
- All type of Letter Drafting, Like Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, Extension Letter, Experience Letter,

Past Assignment: From **June-2023 to September-2023** as **Executive HR/Admin** Reporting to General Manager of HR.

I was working with **Vikraan Engineering Co Pvt Ltd**. VIKRAN is the fastest growing Power EPC Company in India VIKRAN offers a wide range of integrated end to end services for infrastructures Projects, Power Transmission, EHV Substation upto – 400 KV Voltage level & Power distribution from the 33/11 KV Substation to end consumer's meter connection. Including Design, Supply, Civil Works, Construction, Testing & Commissioning of works.

Executive Plant HR/Admin Reporting to Project Head of the project.

My job profile is as under,

- Responsible for legal/Social statutory norms and ensuring legally compliant environment. PF, PT, Applying/renewal of licenses under Contract Labor Act, generating monthly Payroll Services under Various Acts Like, PF, Bonus, Gratuity, ESIC, Leave.
- Hiring of manpower, vehicle contractor, Canteen Contractor, and manpower Contractors
- Maintain All Registers Related Contract Labor Act and Besides VIKRAAN.
- Contract Labor Management, Plant HR operation and documentation.
- Verification of salary & wages of staff as well as contract workers. Besides VIKRAAN.
- Employment and compliance with regulatory concerns regarding employees
- Employee Relation & welfare
- Liaison with Govt. Officer Like Labor Officer, PF Officer, Factory Inspector, Employment Exchange Officer and FRO Officer Etc.
- Employee safety, welfare, wellness, and health
- Apprenticeship Management
- Planning, organizing, and controlling the activities and actions of the HR department.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Dealing with complex disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision-making skills
- All types of Letter Drafting, Like Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, Extension Letter, Experience Letter.
- Coordinate with HO Admin Team and generate various MIS reports on Contract Labor and other admin areas I e. Canteen, Transportation etc.
- Coordinate with Plant HR and ensure basic Employee welfare measures are in place liaising with various Local/Government Authorities for obtaining approval for all activities such as, RTO, Insurance, Pollution Control Board, labor license etc.
- Ensure legal compliance throughout human resource management.

Past Assignment: From **December-2022 to May-2023** as **Sr. Executive Relationship Manager**. Reporting to Regional Head of Marketing Team.

I was working with **BAJAJ ALLIANZ LIFE INSURANCE CO. LTD**. Bajaj Allianz Life Insurance Company Limited is a joint venture between Allianz SE, the world's leading insurer, and Bajaj Finserv Limited. Bajaj Allianz General Insurance, today, is one of the largest private insurers in the industry with offices in over 1100 towns and cities. The Company has continuously been expanding its operations to reach out to its customers.

My job profile is as under,

- I am handling the relations with 28 branches of Madhya Pradesh Gramin Bank.
- Recruitment & Selection, training, and development for executives.
- Drive the campaign/contest for the Partner Bank to drive sales in profitable segments.
- Assist banking partners in pitching products to crucial customers & driving sales closure for the same.
- Work with staff of Bank partners to identify potential banking customers with financial protection needs.
- Provide professional insurance advice to customers of our bank partners. To provide after sales service to successful cases. Coordinate work between the bank and the company.
- Maintain and manage relationships with clients by providing support, information, and guidance.
- Researching and recommending new opportunities, profit, and service improvements.
- Monitor sales activities, product needs, and service requirements.
- Build up and maintain solid relationship & rapport with partner's District manager, Branch Managers, and all frontline sales.
- Develop joint business and implementation plans with branch manager.
- Preparation of monthly MIS of Sales.

Past Assignment: From **October-2018 to Oct-2022** still date as Sr. Executive HR/Admin Reporting to Manager.

I was working with **ABHYANSH BUILD MART** (Manufacturing of pharmaceutical lab equipment) As a **Sr. Executive HR/ADMIN**. Established in the year 2018 at Indore (MP, India), Abhyansh Build Mart is a Sole Proprietorship venture that is engaged in trading and supplying of highly reliable assortment of all Electrical Equipment's, Bath Fittings, and Sanitary Ware. These products are manufactured in compliance with the industry set standards at our vendors' end. The products provided by us are highly acclaimed due to their precise design, easy usage, and fine finish as well as good quality. Responsible for managing with 100 Contractual Manpower

My job profile is as under,

- All type of Recruitment & Selection.
- To work with all level recruitment and selection process with help of various sourcing techniques of recruitment.
- Employee records management and documentation. Maintain All Registers Related Contract Labor.
- All type of Letter Drafting, Like Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, Extension Letter, Experience Letter,
- Preparation of Salary Breakup for the new joining Employee. Cross checking of bills related to HR & Admin. Verification of salary & wages of staff contract workers.
- Payroll Administration work. Handling day to day grievances of workmen's and IR issues.
- Looking a Security Management System. Maintain all records. Approved of Voucher of the day-to-day expenses.
- Training and Development. Dealing with Contractors and Government Body.
- Communicate with the Client and Vendor regarding the dispute and hurdles arises at the site. Financial management for the assets such as Vehicle and bikes for the movement Ordered by Superior. Vendor creation and Hiring are the key job role in the company.

Past Assignment: From **January-2017 to October – 2018** as **Branch Manager (NBFC)** Reporting to State Head.

I was working with **VISTAAR FINANCIAL SERVICES PVT. LTD.** as a **Branch Manager (NBFC)**. Vistaar is a commitment by two entrepreneurs and over 2000 employees who believe that by supporting and creating new economic opportunities for deserving small businesswomen and men, lives can be enriched, and communities can be transformed. The company focuses on the missing middle segment, which is not effectively served by the formal financial system. The objective is to make finance available at a reasonable cost and deliver in a transparent manner.

My job profile is as under,

- As a Branch Manager in charge of overseeing and coordinating all operations for a branch.
- Responsible for hiring staff, onboarding, and training new staff members, and developing goals to maintain sales performance.
- Responsible for the coordination, supervision of subordinates via evaluation and processing of loans and act as liaison between customers and the organization while helping qualified applicants acquire huge loans in a timely manner.
- As a Branch Manager's responsibilities include managing resources and staff, developing and attaining sales goals, delivering customer service, and growing the location's revenues.
- Responsible for the day-to-day branch operations ensuring timely opening and closing of the branch, services to the customers for all services, keeping high level bank standards.
- Ensure branch is opened & closed as per the approved timelines. Operations staff to be ready to serve customers.
- Ensuring branch profitability, maintaining high customer satisfaction, leading & developing the team & ensuring compliance with company policies & regulations.
- To work with all level recruitment and selection process with help of various sourcing techniques of recruitment.
- Employee records management and documentation.
- Payroll Administration work.

Past Assignment: From **January -2015 to September-2016** as a **Sales Manager** Reporting to Area Manager.

I was working with **FUTURE GENERALI LIFE INSURANCE CO. LTD.** Future Generali Life Insurance is a joint venture between three leading groups: Future Group, Generali Group (insurance group) & Industrial Investment Trust Limited (IITL). It provides a complete range of simplified solutions for the financial security of customers and enterprises, including savings, family protection, Unit Linked Policies as well as group products.

My job profile is as under,

- Responsible for overseeing the development and performance of all sales activities, recruiting staff, directing a sales team, establishing strategic plans to achieve maximum profits, and expanding customer base through extensive marketing and handling excellent customer support.
- Handling the team of 58 Advisors, which focused on giving all kinds of policies to customer & giving solutions to customers based on their requirement,
- Recruitment & Selection, training, and development for Executives & Advisors.
- To ensure all Documents, licenses etc are valid and policy renewals before due dates.
- To conduct monthly review of Reporting team.
- Maintain and manage relationships with clients by providing support, information, and guidance.

- Researching and recommending new opportunities, profit, and service improvements.
- Monitor sales activities, product needs, and service requirements.
- Preparation of monthly MIS of Sales Report. Payroll Administration work.

Past Assignment: From **February -2012 to December-2014** as a **Sr. Marketing Executive** Reporting to Area Manager.

Girik Ad & Services, in Indore is one of the leading businesses in the Advertising Agencies. It is also known for Advertising Agencies, Hoarding Advertising Agencies, Outdoor Advertising Agencies, Advertising Material Dealers and much more.

My job profile is as under,

- Being a marketing executive, responsibilities included learning the main & core concepts of marketing & executing those learning to real time customers.
- Preparation of monthly MIS of Sales Report.
- Responsible for regularly meeting clients to gain a full understanding of their advertising and promotional needs.

ACADEMIC QUALIFICATION

Qualification	Name of the University	Year of passing
M.B.A.	Dr. C.V. Raman University C.G.	2014
B.B.A.	Dr. C.V. Raman University C.G.	2012
H.S.C.	M.P. Board	2007
S.S.C	C.B.S.E.	2005

Computer Knowledge

- MS Office.
- MS Excel.
- SAP.
- Internet

Skills

- Active Listening
- Good Communication skills.
- Deep positive attitude.
- Interpersonal Skills
- Leadership.
- Management Skills

➤ Problem Solving.

Personal information

Name	:	Apoorv Ashtekar
Father's name	:	Mr. Abhay B Ashtekar.
Marital status	:	Married
Date of birth	:	21/01/1989
Languages known	:	English, Hindi, Marathi
Gender	:	Male
Hobbies	:	Playing Cricket, Reading Books, Listening music

Declaration

I hereby declared that all over information given by me are true and according to my best.

Knowledge.

Date:

Place:

(APOORV ASHTEKAR)