

# KhasnisAbhijitDilip

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**Seeking assignment as a HR (Operations) with an organization of repute**

## PROFILE SUMMARY

- An expert with more than 17 years of experience in industry with stellar role in managing full spectrum of HR Operations, in line with statutory requirements, manpower planning & personnel management through innovative HR policies.
- Spearheading integrated workforce management meeting of strategic operational demands, workforce planning, recruitment, recruitment of quality hires across functions, further supported by right induction & on-boarding processes.
- Adept in conducting research and analyze all aspects of the IT and ITeS industry including competition, market trends, new technology/schemes, etc.
- Proficiently accomplished facilitation of HR communications including – sending periodical communications to employees to keep them abreast of company's policies, build Brand HR and increase publicity & usage of HR Systems; monitoring disciplinary issues and implemented remedial measures.
- Talent recruitment and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings.
- Diligent human resources manager with excellent interpersonal skills. Able to cultivate strong working relationships between employees of all levels.

## KEY SKILLS

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| • HR Administration               | • Project Management             |
| • Performance Management          | • Candidate Sourcing & Screening |
| • Employee Engagement/Welfare     | • Process Management             |
| • Talent Acquisition & Management | • Teaching                       |
| • Syllabus Designing              | • Contract Negotiation           |
| • Career Counseling & Mentoring   | • IT Management                  |
| • Assets Management               | • Vendor Management              |
| • Placement Heading               | • Inventory Management           |

## WORK EXPERIENCE

- Manager Operations || Bharati Vidyapeeth College of Engineering || September 2021 - Present
- Manager Operations || Bharati Vidyapeeth Rabindranath Tagore School of Excellence || Mar' 2018 – August 2021
- Head HR & Assistant Professor || Tirupati Institute of Management || Jun' 2012 – Mar' 2018
- Head HR & Assistant Professor || Institute for Management Excellence & Development || Jun' 2008 – Jun' 2012
- Admin In charge & Assistant Professor || Sinhgad Institute of Management & Computer Applications || Apr' 2004 – Jun' 2008

### *Roles and responsibilities*

- Managing all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding.
- Creatively sourcing high-caliber candidates and implementing school-wide non-instructional systems and procedures that ensure operational excellence within the school.
- Planning of new programs/strategies as those items impact the attraction, motivation, development of the institute.
- Responsible for the planning and management of employee and labor relations, occupational safety, and employee; also for the oversight of the information systems servicing personnel records and administration.
- Developing and delivering interactive lessons for class sessions unfolding case studies, reverse case studies, computerized testing, audience response systems and many other alternative teaching methods.

- Assuring alignment between business growth needs and depth of leadership readiness for all elements of TalentManagement processes across the organization; establishing & implementing KPI, PMS, JD Exercise and FGD process timely & effectively.
- Addressing employee grievances, exit management entailing exit interviews, employee retention, full& final settlement.
- Overseeing all human resources functions at both the routine and strategic level as well as all recruiting efforts for this rapidly growing institution; also serving as an on-site IT contact, including managing IT assets, issues, etc.
- Providing support and counsel to management on performance management and employee relations issues, vendor and inventory management.
- Ensuring high compliance level by putting systems in place and maintaining financial system, procurement lifecycle, charter facilities, RTSE stakeholders, Local/State Government and operational processes.
- Led business area during the HR transformation period, successfully implemented a centralized recruiting model and shared services for HR administration.
- Mitigated regulatory risks by developing and ensuring conformance and compliance protocol.
- Optimized employee engagement and implemented change initiatives to increase productivity/contain costs.
- Determined applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Efficiently scheduled lesson plans, formulating time tables, questionnaires, assignments, exercises, officialdocumentation and organizing seminars for graduates.
- Proven success in building high-performing teams, improving company effectiveness, and expertly administering benefits.
- Assists in evaluation of reports, decisions, and results of the HR department in relation to established goals.
- Flexibility in approach to work and ability to adapt to a constantly changing environment.

## BOOKS& ARTICLES PUBLISHED

- Software Project Management || Vision Publication; ISB Number: 978-93-5016-263-7 || 2014
- Current Trends in IT || Vision Publication; ISB Number: 978-93-5016-241-5, Page no. 11 || 2013
- A Comparative Analysis on Heavyweight V/s Lightweight Strategies of Software Development || Online International Interdisciplinary Research Journal; ISSN: 2249-9598, Page no. 11 || 2012
- A Study on the Role of Knowledge Acquisition in a Learning Organization With reference toEnvironmental Scanning || Aarhat Multidisciplinary International Education Research Journal (AMIERJ); ISSN: 2278-5655, Page no. 7 || 2012
- Knowledge Management Techniques in B – Schools – With Special Reference to Entry and ExitPoints || IMS Manthan – The Journal of Innovations; ISSN: 0974 – 7141, Page no. 5 || 2012
- The Role of Knowledge Management in Management Education – With Special Reference toAcademics|| Sinhgad Institute of Management and Computer Application – Transition Strategies in Management; ISSN: 978 – 81 – 921462 – 2 – 9, Page no. 7 || 2013
- A Study on the Role of Knowledge Management in Human Resource Management|| PDVVPPF's Institute of Business Management Rural Development; ISSN: 2277-7830, Page no. 8 || 2013

## EDUCATIONAL QUALIFICATIONS

- **MBA** – Pursuing, from [mention institute].
- **MCA** - 2012, from Punjab Technical University
- **PGDM (HR)**- 2011, from All India Council of Technical Education.
- **MCM** - 2004, from Pune University
- **B.Com.** - 2001, from Pune University

## SOFT SKILLS

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|-----------------------|-----------------------|
| • Motivational Skills | • Motivational Skills |
| • Time Management     | • Creative Skills     |
| • Analytical Skills   | • Leadership Skills   |

## TECHNICAL SKILLS

Good knowledge of MS Office and Internet Applications

## PERSONAL DETAILS

- Date of Birth: 20<sup>th</sup> July, 1981
- Languages Known: Hindi, English, Marathi