**Manojkumar Deshpande.**

**E-Mail.I**[**D:2kmanoj@rediffmail.com/d2kmanoj@yahoo.co.in M**](mailto:d2kmanoj@rediffmail.com/d2kmanoj@yahoo.co.in%20%20%20%20%20%20%20%20%20%20%20%20M)**obile:9881127729, 9284344812 Home :(020)26980526**

**Middle level positions as a HR-Generalist with leading organizations**

**PROFESSIONAL PROFILE:**

 Master in Personnel Management (HR-P&A-IR) withover12-plusyearsrichexperience in Recruitment, Resourcing &Development, Deployment ;Performance Management; Training;compensation&Benefits; Welfare,EmployeeEngagementandPersonnelManagementwithwell-knownorganizations.

Design & Develop, Implement HR-Policies of Co & Kaizen it on knowledge of good practices of HR&HRMS

Process.

 Experience in implementing HR-Systems and Policies; organizing & conducting Training Programs geared towards enhancing employee productivity and building committed teams.

Significant& Sound experience of the recruitment& Talent Acquisitions, Deployment functions with understanding

Of all sources of recruitment.

 Conversant with advanced HR-practices like Competency Mapping, Performance Management, KPA/KRA, compensation strategies, etc.

 Deep & Practical and technical Knowledge of Company & Labour Law with latest updates into its current changes, ISO 14001:2004/9001:2008&TS-16949 standards as well as Gratuity, ESIC ,and PF requirements.

 Consistently ensured that HR policies and procedures have optimized value across overall organizational processes. Excellent communication, organization and team-management skills.

 Knowledge of Handling Labour Union, Labour/Indus trial court-cases, Domestic-Enquiry, Drafting of Charge- Sheet,

Maintain IR-relations with Union, wage-settlement agreements & filling-up various statutory returns.

**AREASOFEXPOSURE &EXPERTISE:**

|  |  |  |
| --- | --- | --- |
| Recruitment | Performance Management | Compensation Management |
| HRPolicyFormulation Documentation/MIS Statutory&LegalCompliance | Training & Development  GeneralAdministration  Wage&SalaryAdministration | Employee Relations/Welfare  People Management  Contract Labour Management |

**PROFESSIONAL EXPERIENCEasHR:**

**1)PashankarAutoWheelsPvt.Ltd.Pune. 13thJuly06- 30thNov06.**

**In-charge–Personnel Administration**

**2) DLFLtd, Pune 5thMarch07-30thSep07. Officer– People-Services**

**3) TVSLogisticsServiceLtd, Pune 1st April08–31stOct11. Dy.Officer–People-Services--(Client: M & M, SKF, MahileFilters, and Tata Motors-PCBU & CVBU Plant)**

**4) EchjayIndustriesPvt.Ltd, Pune 18thJan’13.–30th Nov13. Asst.Manager–HumanResources**

**5) SairungDevelopers&PromotersPvt.Ltd, Pune. 15thOct’15. –31st Jan2016. SeniorExecutive–HumanResources**

**6) MahatiIndustriesPvt.Ltd, Pune. 02nd May’16.–30th Nov16. Asst.Manager (HeadHR)–Human Resources**

**7) GeekomLogistechPvt.Ltd, Pune. 01stDec’16.–Till Date. Manager (Head HR &IR)–Human Resources-(Client: Reliance Retails Ltd.-4G & JIO-Projects)**

Oversaw diverse tasks including Recruitment, Joining and Induction, Performance Management, Employee Engagement / Welfare, MIS, Employee Life Cycle Management and Compliance across branches of the organization.

**Highlights:**

 Core member of the team that formulated various Policies on Overtime, Sunday Duty, Loan and Advance, Compensation, Kaizen, HR Exits, Canteen Amount, Timings, and Leave. Ensured Policy Orientation & Implementation across all levels.

**Recruitment, Induction, Talent Acquisition:**

 Responsible for closingpositionsforallprojectsinitsvariousdepartments, rightfromthejuniortosenior levels.

Handledrecruitmentforallpositionsinthecompany.InductiontonewJoinersingroup&co.

 Supervised the sourcing of resumes through the portal, database, consultants and references. Ensure da right fit basis job descriptions and business requirements.

 Pivotal in **devising and employee referral program that** boost either referral policy and made the organization less dependent on consultancies.

FacilitatedseamlesssettlingdownofnewhiresthroughOn-BoardingActivitiesandEmployeeOrientation

Programmers.

**Performance Management/ Employee Life Cycle Management:**

Tooktheleadin**designingthenewappraisalforms.**

ConductedInductiontrainingprogramformanagersonthesame.

OrientedemployeesonthePerformanceManagementSystemoftheorganization.

FollowedupwithDepartmentHeadsforontimecompletionofappraisals.

Co-ordinatedfor confirmAppraisals Plans, drawingupimprovementplanswhererequired.

Playedakeyrolein**designofthecompensationstructure.**

DefinedthecompensationstructuretoallnewJoinersatthetimeofInduction.

**Training&OrganizationalDevelopment:**

DrewuptheTrainingCalendar.

ConductOn-JobTrainingsbyself&withhelpofseniorexecutiveoftheCo.

Arrange of Outside training facility (For:-SPC, MSA, APQP, PPAP).Conduct Safety Training,Week,Safety

Audit, RAG-Analysis.

ImplementFeedbacksystemofTrg.Fromemployee&Dept.Heads&Kaizenitonregularbasis.

ConductedaprogramonOfficeEtiquette forallemployees.

**Employee Engagement-Welfare/Grievance Management:**

 Key initiatives includedannualfunctions, monthlybirthdaycelebrations, annualpicnics,sportsactivities, smallgroupactivities(SGA)onamonthlybasis.Distribute(PPE)-PersonnelProtectiveEquipment’s.

WasinvolvedinpublicationofthequarterlyIn-housemagazine.

Ensured speedy resolution of employee grievances by installing grievance boxes in all the offices.

Supervisedcollectionofallsuggestion/complaintsonadailybasis.Establishmentofvariouscommittees.

Putinplaceeffectivemeasuresincoordinationwithconcerneddepartments.

TrackedAttritionfiguresanalyzedpossiblecausesfor highattritionandinstituted correctivemeasures.

**PersonnelManagement&Wage&SalaryAdministration:**

Benchmarkedsalarieswithcompetition, handledsalarycorrectionandrationalization.

PreparevariouschallansforESIC, andPF, P.T etc.

PrepareLeave-Cards, Registers&updatingonregularbasis.

Prepareemployeerecords&updatingitonspecifiedbasis

Overseeingtheallocationofinfrastructure across branches.

EnsureddocumentationasperISO14001:2004&TS-16949 anditsnorms.

Sending periodical &monthlyHRreportstoTop-Management&H.O.for furtheraction.

Conduct&Prepare, Follow-upforFull&FinalSettlementofemployee.

**Industrial Relation& Statutory compliance:**

HavingexperienceofHandlingofUnion&theirissues (i.e.Chart-Demand, Negotiation)

Maintainhealthyrelationwithworkers, contractors, vendors, andMathadiworkers, union-leaders.

 **PublicLiasoningngwithMPCB,MIDC,MSEB,FactoryInspector,LabourOffice,GramPanchayat,LocalPoliticalleaders,Police stationetcCourtMatterandattendcourtcases.Union/EmployeeRelationsMathadilocalunion.**

Maintaining a healthy relationship with Local Bodies, Political Leaders, Consultants, and Neighboring

Industriesconduciveforthesmoothfunctioningoftheorganization.

AttendUnionmeetingwithmiddlelevelmanagementseniorsManagement.

Prepare&maintainminutesofmeeting&MemorandumofUnderstanding.

Prepare, Follow-upforfillingvariousreturns (e.g.Applicationfor LabourLicense&it’srenewal)

PrepareofDraftof ModelstandingOrders&Charge-Sheetfor Domestic Enquiry.

ConductExit-Interview&takefeedbackfromemployee.

KnowledgeofhandlingLabour/Industrial Court Cases.

ContractLabourManagement&itscompliance

**OTHERPROFESSIONALEXPERIENCE:**

**1) IBMGLOBELSERVICESINDIA Ltd, Pune 23rdMar05 -11thNov05. Project-Co-Ordination as (FTH-Employee)**

HelpingA/cManagerincollecting&PresentingBillingDatainSpecifiedFormat-(ILC)

InductiontoNewJoinersintogroup&project&Interactingwiththemfurtherassistance.

InteractingwithTravelDeskforTrackingVisarequirement&OnsiteTravels- (H1&N1-Visa).

Plan, Organize&ManageClientVisits.OrganizeEventsLikeProjectOuting.

OrganizeInterview, feedback, forwardtoIBM-HRforfurtherprocess.

ArrangeofvariouseventssuchasBirthday, Projectget-together.

**2) SANAJAYAUTOMIBLE ENGINERS, Pune. 07thJan03 -10thJan04.**

**Accounts-Assistant**

OrderPlacementofvehicleswithCo.for Dealership.

Registrationofvehicles&Back-Officeworks.

BankReconciliation&AccountsEntryofdailybasis.

DealingwithFinancialInstitution for Dealer-funding&

DCNCclearancefrombankfor loans.

WorkingknowledgeoffinalizationonTally-5.4.

**3) BAJAJAUTOFINANCEPVT.LTD. Pune. 30thMay01.–31st May02.**

**Trainee-Operations**

PhysicalVerificationsofDocumentsforloans.

DisbursementsofPayments&Documents.

Documentationforrealizingofvehicle.

GenerationofvariousReports (e.g.Defaulterlist).

**EDUCATION&CREDENTIALS:**

**Master in Personnel Management**

Pune University, Pune in2006.

**Master in Commerce (Accountancy &Taxation)**

PuneUniversity, Pune in2002.

**B.Com.(Accountancy)**

PuneUniversityin1998.

**Training Programmers’ Attended:**

CcompletedFinancialIntegritycoursefromIBMGlobalServicesPvt.Ltd.ason27/07/2005.

CcompletedEthics&CcompliancescoursefromIBMGlobalServicesPvt.Ltd.ason27/07/2005.

ParticipateinhouseTrg.ProgrammedbyTVs“ERP-ForExecutive-HR-P&A-(HRMS)”on16&17th Sep2008.

AttendedIn-houseTrg.AtEchjayon5-S&TS-16949Certification-Awareness,EffectiveSupervisionetc.

**Achieveements&Awards:**

Participatein7thNationalMootCourtCcompetitioninAurangabadYear:2007**.**

Achieve“BestAdministration-Support”formMahindra&Mahindrain“AnnualInventory”.

SuccessfulCompleted“First-Aid-Certificate Training”whichconductedMahindra&MahindraLtd-MSB-Kanhe.

SuccessfulCompleted“First-Aid-Certificate Training”whichconducted Reliance Industries Ltd-Kurkumbh.

Received Appreciation-Letterfrom“TVS-Management” for “Extended-HR-Support”for TML-Nano–Project.

Successfullycompleted“ISO-9001-2008”ofRoutineSurveillanceofTVs.

HavingexperienceinEchjayIndustries-TS-16949-auditstandards&procedure, compliance.

**OtherAchievementDetails/Information:-**

**1) ProjectWorkforM.P.M-Wages&SalaryAdmin-From Mahile Udog Ltd-Pune.**

**2) CompletedProfessionalGovt.Englishtyping.Exam-30-40-50w.p.m.with“B-Grade”**

**3) ComplicatedN.C.C-SeniorDivision-Exam:-“C-Cert&B-Cert”-with“B-Grade”**

**PERSONAL DETAILS:**

**Date of Birth : 21st July1976. Marital Status : Unmarried Nationality : Indian**

**Sex : Male.**

**Passport. No : K-4103149.**

**Permanent Address : C/197, (Lane.No.14),**

**Sataypuram Co-Op Hsg.Soc.Ltd.**

**Pune-SaswadRoad, Fursungi, Maharashtra, Pune, India Pune: -412308.**

**DETAILSOFCOSTTOCOMPANY-(CTC):-**

**1) LastSalaryDrawing: -Rs. 70000/-P.M.(consolidated)-Rs.850000/-(CTC)**

**2) Salary Expected :- As perCo.Rules**

**3) Expected Date of Joining: - 01-Month.**

**4) Relocation from current location : -YES-AnywhereinIndia**

**Signature:-**

**Date:- (ManojkumarP.Deshpande) Place:-Pune.**