

SACHIN A. CHANDURKAR

Plot No 32, Balabhaupte G.N.H.S, Dabha, Nagpur

Contact: +91 8956777764 *Email: schandurkar128@gmail.com*

9th May 2025

Dear Recruiter's,

I am submitting herewith my resume for your perusal and consideration for the post of **Manager- HR/IR/ER/Compliance/Welfare** of your reputed Industry.

I am a qualified individual with **Master of Social Works (Human Resource Management & Labor Welfare and Personnel Management)** from Nagpur University and also having a degree in LLB from Dr. Babasaheb Ambedkar College of Law, (main branch) Nagpur. Proficient in domain area coupled with adequate skills and experience in handling Currently **Industrial relation, Human Resource Management, Welfare Activities, Welfare, Corporate Social Responsibility, Human Resource Management, Employee Engagement, Grievances handling** ,Core domain experienced in **Human Resource Management, IR and Labor Welfare, Handling Labor/ Industrial Court cases, Negotiation with union in respect conditioned of service matter, participate conciliation proceeding before the labor commissioner etc.**

I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization. Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and good communication skills.

My basic objective is to hone skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

Being an enthusiastic and competent individual, I am confident of making visible contribution for the growth of the organization.

I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

Sachin A. Chandurkar

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HR/IR/ LABOUR WELFARE MANAGEMENT PROFESSIONAL

Seeking a challenging managerial assignment in **HR Management/ Labor Welfare/ Industrial Relations** across Manufacturing Units while aiming for personnel, professional as well as organizational goals

SUMMARY OF SKILLS

- Qualified individual with **MSW in Human Resource, Labor Welfare and Personnel Management from Nagpur University** and Law graduate **LLB from Dr. Baba Saheb Ambedkar College of Law, Nagpur**; having an inborn quantitative aptitude & determination to carve a successful career in the industry.
- Competent professional offering over the **13 years of experience in operations and HR management with Labor Welfare, Industrial Relation**; I have HR over expertise in operations and execution of innovative plans in **Human Resources Management, Welfare Activities, Welfare Inspection, Industrial Relations, Corporate Social Responsibility, Employee Engagement, Training and Development, and handling the contract labor management system, participate departmental inquiry proceeding , attend the court cases and visit to government offices as when require i.e. labor commissioner office, DISH Office, MPCB regarding compliances for implementing to establishment.**
- Intellectual familiar with analysis of **welfare status and various concerns of workmen of South East Central Railway, Nagpur and Contract workers** through research programs undertaken during the curriculum.
- **Self-motivated and goal-oriented** individual with good communication, time management & interpersonal skills in addition to high degree of social responsibility, flexibility, resourcefulness, commitment and optimism.

Currently working

AKA Logistics Pvt Ltd

Manager HR/IR

From 01-01-2024 to 24-07-2024

- Controlling financial elements such as payroll, compensation and benefits, and pension schemes of all 5 sites (Maharashtra and Madhya Pradesh).

- Controls employment relations issues such as grievances and employee welfare of 5 sites i.e. (Koradi Thermal Power Plant- Nagpur , Khandwa Power Plant- MP, Sarni Power Plant- Madhya Pradesh, Dhariwal Infrastructure Ltd- Chandrapur, Birsingpur Power Plant- Madhya Pradesh)
- Leading the recruitment process, including selection and interviewing of candidates.
- Collaborating with other managers in the business, to ensure the smooth running of the company from a people perspective.
- Integrate with senior operational staff including the HR co-coordinator, to establish and roll-out people-related strategy.
- Supervise staff attendance and absence monitoring.
- Providing detailed HR reports to senior management teams.
- Introducing user friendly HRM software to ease overall workload and educate site HR team.

PRS Permacel Pvt Ltd

Assistant Manager-IR/Plant Personnel

From 11-11-2019 to 31-05-2023

Ambernath, Mumbai

Job Profile-

- Execute the IR policies at plant according to the business norms
- Supervise the training programs for staff & workers in respect to upgrade their skills
- Follow up with contractor regarding submission of their monthly bills on time
- Maintaining the harmonious relation between management and workers in establishment for increased the productivity
- Develop and implement the employee relations policies and procedures and negotiate collective agreements with unions
- Maintained the compliance records and register under the various labor legislation according to requirement of government authority
- Consultation with office bearer & their committee members regarding IR matters, in case if necessary.
- Manage dispute resolutions involving union, if necessary issue charge sheet/warning letters / suspension letter to employees and followed inquiry procedure according to unfair labor practice.
- Hiring apprentices / ITI / Diploma / Engineers through NAPS/ NATS Portals, and complete of their boarding formalities.
- Handling contract labor management system regarding renewal of labor licensed on timely basis.
- Comply the various returns and submit the government authority under the labor law
- Organize employee information meetings on employment policy, and benefits and compensation and participate actively on various joint committees for educate the employees.

Professional Experience-

Windals Precision Pvt Ltd, Nagpur

Assistant Manager HR/IR

From 16/12/2014 to 09-10-2019

- Supervise dispute resolutions involving unions, employees or government agencies, etc.
- Fulfilled initial reporting, accident investigations, communication work restrictions and implement the SOP by way of investigate for reduce the accident at plant
- Upgrade the employee policies as per requirement of management
- Ensure the staff and workers is knowledgeable about union contract compliance
- Advise management on contract negotiations and similar management-union relations
- Arranged documentation regarding employees relations assignments
- Create and revise union contracts
- Preserved necessary paperwork, employee communications, benefits maintenance, leave tracking, management reports, workers compensation claims and various registers under labor law legislation.

Professional Experience –

Roman Tarmat Ltd

Manager –HR/IR

From -17 DEC 2012 to 15 December 2014

Job Profile-

- Addressing employee concerns conflicts and grievances.
- Evolving and overseeing employee benefits
- Rewarding employees for good performance and creating a positive work environment.
- Serving as primary contact for work-site injuries or accidents
- Building rapport with employee's thus increasing employee engagement.
- Construct strategic talent resources plans for employees.
- Performance Management assignment and review
- Introducing user friendly HRM software to ease overall workload and bring in a host of advantages of a HRMS for the growth of the organization
- Produce the full and final statement in case if any employee left
- Handing over the relieving, offer and termination letter to employees.

Professional Experience-

BABASAHEB KEDAR TEXTILE CO-OPERATIVE MILL, Nagpur

Labor Welfare Officer

From 17-05- 2010 to 31-05- 2012

Job Profile-

- Accountable for operations to maintain harmonious relations between the management and employees by studying & understanding employees; help management to formulate policies and to interpret these policies to the employees.
- Advice on fulfillment by the management and the concerned departments of their obligations, statutory or otherwise, concerning regulation of working hours, benefits, compensations and other welfare and social benefit measures.
- Regulate grant of leave with wages and explain to employees the provisions relating to leave with wages and other leave privileges and to guide them in all related matters.
- Notify management, the grievances of workers, individual as well as collective, with a view to securing their expeditious redress and to act as a Liaison Officer between the management and employees.
- Assist the management in statutory or otherwise in employing steps for prevention of personal injuries and maintain a safe work environment; implement applicable Government Statutory with all necessary licenses according to factory act 1948, MPCB, and Non Statutory schemes for the benefit of employees.
- Supervise and control notice board and information bulletins; to further the education of employees and encourage initiatives for newer efficiency improvement and cost reduction.
- Periodically schedule the training program of new joiner, apprentices, employees;
- Arrange the refreshing programs on retired employees.

SHARDA ISPAT LIMITED, Nagpur

HR Executive

From 11th Aug 2009 - To 20th Aug 2010

Job Profile-

- Support all internal and external HR-related audit.
- Preserved with computerized and electronic records of employees of our database.
- Act as the first point of contact with regard to benefits and payroll.
- Keep up with the schedules of the HR management team.
- Control and completion of pay and benefit documentation.
- Generate and submit reports on HR development
- Fulfilled administrative work as per management requirement

EDUCATIONAL CREDENTIALS

LLB (Bachelor of law) 3 years Degree

Dr. Baba Saheb Ambedkar College of Law, (Main Branch) Nagpur, 2013

MSW, Human Resource, Labor Welfare and Personnel Management, 2010 (Master Degree)

Tirpude College of social work, civil line Nagpur
Nagpur University

BSW, 2008 (Bachelor of Social Work)

Tirpude College of social work, civil line Nagpur
Nagpur University

Higher Secondary, Marketing & Salesmanship, 2000

Vocational Higher Secondary School, Maharashtra State Government Board

Computer Proficiency

MSCIT, MS Office, Excel, Internet Applications

Internship

Organization	Divisional of Central Railway, Nagpur
Duration	6 months
Designation	HR Executive, Trainee
Department	Welfare Section
Description	<ul style="list-style-type: none">▪ Analyzed applicability of labor legislations considering the prevalent rules and policies▪ Understand the rolls and responsibilities and functionalities of personnel officer and welfare officer▪ Acquired training in HR Practices of Central Railway

Project Undertaken

- A study of health and security facility Provided of workman to South East central Railway, Nagpur
- A study of physical, psychological, educational and family problems of contract labor with special reference to North Nagpur

Extra-Curricular Activities

- Coordinated and organized several Community development programs.
- Supervise group work and case work studies of school children.
- **Participation in national convention as a college representative**
Coalition for nuclear disaster & peace 3rd national convention 1, 2, 3 Feb 2008, Nagpur

Personal Details:

Date of Birth: 15th May 1987

Permanente Address: Plot No 32, Balabhaupeth G.N.H.S, Dabha, Nagpur 440023

Languages Known: English, Hindi, and Marathi

References: Available on request

Place:- Nagpur

Date- 9th May 2025

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Sachin Chandurkar

Current CTC : 10.41 LPA + 1 Lac Variable

Notice Period : 15 days Month

Expected CTC : As per company standard

Current Location : Nagpur