

RESUME

MILIND S KAMBLE

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Welfare Officer Registration No.: D.I.S & H/94-S/K-048

Profile Summary:

- I have total **16+ years** of Experience in HR/IR field.
- Post-graduation - **Masters in Labour Studies**.
- Presently associated with **Model Infra Corp. Pvt. Ltd.** as **Sr. Manager HR**.
- Experience in IR, Contract labour Management, factory Administration

KEY SKILLS:

Industrial Relation	HR Budgeting	Contract Labour Management
Statutory Compliance	Employee Welfare and Engagement	Training and Development
Wage Agreement	Policy /Procedure Formation	General Administration

PROFILE SUMMARY

- Managed Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system.
- Lead Employee Engagement initiatives for Staff, shop floor operatives.
- Create policies & programs which will help to curb Attrition & Absenteeism of shop floor operatives
- Employee Welfare and Administration.
- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Conducting the orientation programmes for the new recruits, explaining company's policies
- Working out the compensation plan and policies.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees, developing and design competency mapping and skill matrix.
- Developing the exit process for the employees.
- Maintaining good internal communication within the company.
- Signing wage agreements with hard negotiation with unions (Internal and External) .
- Negotiation collective bargaining deals with Union, Wage Settlements along with Fixation of Production Norms as decided by management.
- Handling graveness procedure
- Managing dispute resolutions involving unions, management, employees or government agencies, etc.
- Employee counselling and disciplinary actions , Domestic Enquiry, Disciplinary procedures and keeping track of various Domestic enquiries for the charge sheeted and suspended employee.
- Managing legal cases pertaining to Labour Department, DISH, MPCB, EPF, ESIC, Coordinating with legal advisor for IR and court related matters.
- Renewal of Factory License , MPCB Consent to Operate, RC and Contract Labour License.
- Lead & ensure regular communication meetings between union and management.
- Leading Audit Like ISO 9001,14001,3834, IATF 16949.
- Time office Function, and Wage Administration for Contract Labour and Management of Piece Rate Contract Labour.
- Factory Administration, Security Management , Vendor Management .
- Office Equipment AMC, Service level Agreement, Contractor, Land Agreement and Canteen and Security Management.

JOB RESPONSIBILITY

Talent Acquisition Management

- Hiring talent as per budget and management forecasting.
- Developing and implementing strategies for screening and recruitment to retain talent; high level of adaptability to meet any challenge.
- Preparation of recruitment process, sourcing, screening, preliminary, salary negotiation.
- Introduce referral scheme.
- Resolve employee queries and grievance and assist in Manpower planning.
- Responsible for joining, induction and exist formalities.
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Talent acquisition through NAPS and NATS

Training and Development

- To identify the training needs as per recommendations from departments.
- To prepare training plan on monthly basis and measuring effectiveness of training.
- Induction and onboarding of new employee.
- To maintain the documents as per ISO Std. 9001, 14001,3834 IATF 16949.

Employee Engagement:

- Develop and implement programs for employee.
- Ensure Monthly activity according to the plan.
- Arrange well -being setation for employee.
- Monthly Reward and Recognition activities

Performance Management System

- Implemented PMS systems as per expectations of the top management.
- Accordance with appraisal system, implemented increment, incentive and other remuneration.
- Coordinate with Departmental Head for effectively implementation of half yearly performance.
- Ensure periodic performance reviews and feedback to employees.
- Handling effective goal setting process depend on company objectives as per management guideline.

Safety, Health and Environment:

- Carry out Annual Medical test of all the employees in the company and ensure regular follow up for abnormalities of employees.
- Ensure all the employees follow safety norms.
- Ensure adequate number of fire extinguishers, effective fire hydrant system is in place.
- Ensure periodical training is provided on fire fighting, first aid etc.
- Ensure regular inspection is carried out for pressure vessels, lifting tackles & all other equipment's.
- Ensure all the suggestion of Safety audit are implemented in totality

Employee Relation & Industrial Relation

- Settled wage negotiations with Labour Union for settlement of wages and fixation of production norms required by the Management.
- Maintained cordial and harmonious industrial relations, front line role in day-to-day Grievance handling, Maintained Employee Discipline, Participated in the process of collective Bargaining.
- Developed the positive and co-operative network inside the company.
- Conducted Domestic Enquiries, Disciplinary procedures. Keeping the track of various Domestic enquiries for Charge sheeted and suspended employees.
- Attending Domestic inquiry against suspended employees.
- Employee counselling and disciplinary actions for absenteeism and other misconduct.

Compliance

- Factory License Renewal, Renewal of Consent to Operate, RC and Contract Labour License.
- Time Submission of Returns , Factory Annual Returns , MPCB Annual Returns , Returns under Contract Labour , Bonus Act , Employment Exchange , MLWF .
- Liaoning with government agencies such as Labour Commissioner's office, MPCB, DISH, Provident Fund Commissioner's office, ESIC Regional and Area Office & other statutory bodies, institutions etc for statutory compliances of the plant , Maintain all Statutory Records and Registers.

Achievements :

- Handled PF inspection in 2019 (Period 2015 to 2019) for UGC SCS Pvt.Ltd.
- Wage Settlement in TVS LSL in 2018 (External Union) and in UGC in 2019 (Internal Union).
- Handled Domestic Enquiry and on roll Worker's termination.
- Successfully Handled Union Strike and Employee Grievances at TVS SCS
- Completed all statutory compliance of factory inspector & GLO, RC renewal, Company license renewal, Company lay out, Stability Certificate for Sharp Designers and Engineers India Pvt. Ltd in 2015, Close all Interest and damages cases related to PF , company name change formalities on all legal documents in Sharp Engineers.
- ESIC assessment for the year 2008 to 2012, in coordination with Asst.Director ESIC for Sharp Engineers Pvt.Ltd in 2014.
- Start Contractor Audit procedure, RC Renewal ,MPCB compliance updation, Safety Audit, New payroll software incorporation and Successful implementation and ESS management system for all employee including worker in Sankalp Forging in 2013.
- Independently handle Plant HR function (Unit-1) of Autoline Industries Limited in 2007 to 2011.

EMPLOYMENT CRONOLOGY

- Working as Sr.Manager HR in Model Infra Corporation Pvt. Ltd from Oct-2020 to till date.
- Working as Manager HR in UGC Supply Chain Solutions Pvt. Ltd. Feb-2019 to Oct-2020.
- Worked as Dy. Manager HR & IR in TVS LSL From June-2016 Feb - 2019.
- Worked as Dy. Manager HR, for Sharp Engineers from Aug-2013 to June-2016.
- Worked as Asst. Manager for Sankalp Forging Pvt. Ltd, Pune from Nov.-2011 To Aug.-2013.
- Worked as Officer HR for Autoline Industries Ltd. Chakan, Pune, from Jan-07 To Oct-11

Personal Details:

Qualification: Masters in Labour Studies –Regional Labour Institute (*Branch of MILS Mumbai*) in 2006
B.Sc. Electronics -1998
DOB: 12.11.1976
Marital Status: Married

Software Skill:

- SAP HCM
- Ascent Software
- Ramco Virtual Works
- Spine Payroll Software

Place :
Date :

Milind S Kamble