

Vishal Arun Nadamwar

Interface of HR & Business, secure business by ensures all Govt. & Organization legal and HR functional requirement on track, seeking leadership roles in manufacturing industries to drive operational excellence.

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Profile Summary

- ❖ **Over 15 years** of experience in managing complete **HR Functions, Plant HR Operations, General Administration**, across various organizations in manufacturing sector.
- ❖ Driven initiatives that to improve performance, profitability, growth and to create an engaging work environment for a multi-generational workforce in challenges of a dynamic industries.
- ❖ Proficiency in Managing Talent Acquisition, T & D, Compensation & benefits, Payroll Management, IR LR & ER Activities, Employee Engagement, Welfare, General Administration and Liaising with Internal & External Stockholders.
- ❖ Proficient in overseeing smooth implementation of HR Policies & Ability to interact & work effectively with a team and Capable of establishing and building the healthy relationship between Management & Employee by effective communication and Interpersonal skills along with flexible and adaptable attitude.
- ❖ Overseeing Recruitment life cycle for sourcing the best talent from diverse from sources after identification of manpower requirements
- ❖ Conceptualizing & developing T & D initiatives for improve productivity, building capability and quality enhancement with execution of Employee Engagements, HR initiatives & Other activities.
- ❖ Deep functional understanding of Designing and roll out of HR Processes to achieve business objectives & functional best practices, Competency mapping processes to focus on development of abilities.



Core Competencies

Talent Acquisition

HR Planning & Budget

Training & Development

Payroll Management

HR Operation, Compensation & Bnf.

Labour & Employee Relation

Industrial Relation

Welfare Facilities Management

General Administration



Soft Skills



Education

- ❖ Master's in business administration in HRM (Raisoni Group of Institute Nagpur) RTM Nagpur University, Nagpur
- ❖ Bachelor's in science - RTM Nagpur University, Chandrapur.
- ❖ Diploma in Soft Skills & Personal Development from Kavi Kulguru Kalidas Sanskrit University, Ramtek, Nagpur.



Career Timeline





Work Experience

TATA Projects Ltd. - The Manufacturing Unit, Nagpur | Dy. Manager -HR | July'2022 - Present

Key Result Areas:

- Joining Formalities & Induction
- Attendance Administration
- Training & Development
- Plant- HR Operations with Contract Labour Management & Compliance
- HRIS & Statutory Compliance & other compliance MIS reporting.
- Industrial Relation, Labour Relation & Employee Relation, Union Handling, Statutory Compliances.
- Labour/Employee Grievance, Welfare & Facilities Management
- Factories all Statutory along with MIDC, MPCB, LC & Legal Compliance along with Liaising with Govt. Offices
- Implementation of Policies & amendments of various Factory & Labour Act, PE, ESIC & return etc.
- Employee Engagement through various Platforms & TUV's IMS & HR Audits, Customers Audit support.
- General Administration & Monitor effectively Transportation, Housekeeping, hygiene level, Guest House, and Guest facilities Execution along with Canteen & OHC Management.

Parker Hannifin India Pvt. Ltd. | Assistant Manager – HR | Mar -2020 to July 2022

Key Result Areas:

- **Talent Acquisition**
- Work force planning, Sourcing & Recruitments.
- Brand building referral program
- On Boarding, Joining Formalities, Induction & Orientation, utilization of ERP platform/HR applications
- **Training & Development**
- Training Need Identification, Learning & Development with Gap Analysis, Skill Matrix & Competency Matrix
- Training Planning & Designing, Execution of Training Calendar, Scheduling & Coordinating
- Evaluation of Training Effectiveness & Feedback system
- **Payroll & Salary Administration**
- Implements, Maintains, Review payroll processing systems to ensure timely and accurate processing & Audit.
- Ensures accurate and timely processing of payroll updates as new hires, terminations, and changes to pay.
- Contract Labour Management, Compliance and Manpower supply & Monthly/Annual Budgeting.
- Full n Final, Exit activities Management.
- **HR Operations**
- Implement & Maintain HR procedures & Policies, review SOP's & Policies at Location
- Enhance Employee Relation & Labour Relation along with formation & Implementation of HR Policies.
- Enhance Engagement activities through Kaizen, HPT & 5S along with safety 360 culture at location
- Enhance Reward & Recognition. Welfare & other activities at Location
- **Compensation & Benefits**
- Developing and implementing new compensation and benefits programs, policies, and procedures.
- Ensuring all programs, policies, and procedures comply with current legislation.
- Developing profit-sharing, incentive, employee wellness, and performance management programs
- **Industrial Relation, Labour Relation & Employee Relation, Union Handling**
- Managing relationships with unions & ensuring that the Company's treatment of employees is consistent with its core business values and objectives.
- Statutory & Legal compliance, Liaising with External stakeholders like MPCB, CGWA, DISH, Labour Office & all Local authorities etc.

Kriti Nutrients Ltd. | Assistant Manager – HR | April -2018 to Mar- 2020

Key Result Areas:

- **Recruitment & Selection**
- Planning & Executing the Manpower Budget & requirements by co-ordination with all Departments.
- Designing Job Description and Job profile & defining KRA's & Indicators for the positions
- Handling the Job portals like Naukri.com & times jobs etc.
- **Training & Development**
- Identifying training needs across levels for positions & analysis of the existing level of competencies
- Prepare Annual Training Execution Plan as per training need identification.
- **Payroll & Compensation**
- Assist in Design, develop CTC structure & employee fair, equitable compensation policies
- Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating performance management system

- **Welfare/Facilities Management**
- Implement employee satisfaction surveys & ensure the results & follow up on the action plans
- Look after of welfare services & Administration-Guest House & Colony Management, Welfare facilities.
- **IR & ER**
- Contract labour management up to payment to contractors & statutory compliance.
- Well worse with all industrial relation activities, Factories, Labour Law, social security Acts.
- Maintaining healthy relationships between Union Workers and Management.
- End to end Disciplinary action.
- Handling Labour & Industrial court cases with Legal advocates & Consultants.
- **Registration & Licensing Liaising with External stakeholders**
- Factories, Labour Dept, District industrial centres, FSSAI, Electrical & Boiler, Water, Fire, State Pollution, Forest & Pollution Collectorate and ESIC, EPF, LWFD, LIC, Group Medical & accident agencies & NGO's

Grace Industries Ltd. | Assistant Manager – HR | June-2010 to Mar- 2018

Growth Path:

Executive- HR: 2010 – 14 | Assistant Manager HR & Admin: 2014-2018

Key Result Areas:

- **Recruitment**
- Planning & Executing the Manpower Budget & requirements by co-ordination with all Departments
- Handling the Job portals like Naukri.com & time jobs & taking primary interviews
- Plan & organize induction & Orientation programme, devise the orientation plan for new joiners
- **Joining Formalities & Induction**
- **Training & Development**
- Identifying training needs across levels for positions & analysis of the existing level of competencies
- Prepare Annual Training Execution Plan as per training need identification.
- Organise Training Programmes as per Schedules and organize necessary Facilities for training programme
- **Payroll & Compensation**
- Assist in Design & develop CTC structure & employee fair & equitable compensation policies
- Preparation of all payroll & statutory reports for execution of compliances.
- Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating performance management system
- **HR- Operations**
- Preparation of weekly and Monthly MIS as well as Production & Operation related reports for Directors.
- Processing of attendance & Salary by Saral pay Payroll along with TDS processing & Leave Management.
- Employee Engagement activities.
- **General Administration**
- Monitor effectively Transportation, Canteen, Housekeeping, hygiene level, Safety & Security measures at site
- Guest House and Canteen Management & Security & housekeeping of plants premises.
- **IR & ER**
- Statutory compliance, End to end Disciplinary action & Liaising work in all areas of factories concern like ESIC, ALC, MIDC, DISH, EPF, LWD etc for legal compliances.

Significant Highlights & Achievement:

- ❖ Instrumental in manpower budgeting & closing lower and Middle level positions. Innovative and creative management of all HR activities during and after commissioning the plant.
- ❖ Handling overall payroll and Govt. Liaison for statutory compliance, Steered efforts to work in project and complete all assignments within target date.
- ❖ A Team Member of High-Performance Team in Parker work on Development Projects at Location
- ❖ Internal Auditor for IMS (ISO - QMS, EMS & OH&S) Audits – Bureau Veritas Certification
- ❖ Successfully completed IMS Audits along with Internal Auditor certification of Bureau Veritas.

Personal Details

Date of Birth: 3rd Jan 1984 | **Add:** 501, Greenfield 2, Hingna, Nagpur- 47, MH | **Languages Known:** English, Hindi, Marathi