

Sandip D Bobde
Master's in social work

HR Specialization

Contact: 9579596697

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Organization: Mahindra & Mahindra Ltd (Chakan, Pune)

Job Title: Compliance Team Leader HR (ER compliance)

Reporting to: Deputy Manager (ER compliance)

From: 11Th December 2023 to till date

"Human resource professional with a demonstrated history of working in Training & Development, Recruitment, Rewards & Recognition, Employee relations, Transport management, Compliance, Employee Engagement, CSR Activities, Onboarding, Administration, etc

UNIQUE DIFFERENTIATION

- Qualified Master of Social Work from Karve institute, Pune (HR & IR)
- Result oriented and Flexible.
- Systematic planning & Execution skills.
- Hr functions & Labour Laws.
- Experiential learning in NGOs.
- Skill gap analysis in transgender community.

PROFILE SUMMARY

Recruitment & Selection	Employee Engagement
Employee relations and Welfare	HR Operations & processes
Contract Manpower handling	Onboarding & Induction
Learning and Development	Training & Development
Legal Compliance	CSR Initiatives

WORK EXPERIENCE

1) Mahindra & Mahindra Ltd Chakan, Pune (Automotive Sector)– Compliance Team Leader HR
(11th December 2023 to till date)

- To Ensure compliance to various labour laws, via labour management, statutory requirements and documentation.
- Co-ordinate External Legal Compliance Audit.
- Statutory compliances and developing a mechanism to cross check monthly contractors' compliances.
- RC amendment of contractors under Contract labour & Regulation & Abolition Act-1970.
- Drafting of Form V & Form VI-B & work completion certificates under Contract labour & Regulation & Abolition Act-1970.
- To maintain all contractors' agreement tracking.
- ESIC registration of newly joined employees.
- Preparing & submit ESIC challan of all applicable employees of Mahindra & Mahindra Ltd.
- Solving PF & ESIC related queries for all company employees & contractors employees/labors.
- PF nomination files updating & reporting to various authorities.
- To maintain WC policy summary details of all contractors.
- To ensure construction contractors registered under BOCW as per applicability.
- To maintain annual Bonus & leave paid & pending status of all contractors.
- Contractors' bills checking & tracking sheet updating.
- Contractor's rate working for billing.
- Drafting various returns & notices as per requirements.
- Drafting & Issuing show cause notices to contractors.
- Drafting & Issuing warning letters to contractors.
- Co-ordination with the security department to manage all contractors.
- Contract labour gate pass documentation & Process.
- Managing the whole compliance team and completing all work as per timelines.
- Contractors' gratuity checking & processing.
- Handling maternity cases.

- Ensuring POSH related awareness of contractor's labor.
- Issuing E-pehchan cards and monitoring.
- Preparation for meeting MOM, s.
- Maintaining various registers for uploading on M-compliance portal.
- Processing LWF challan & unpaid wages challan.
- Developing contractors as well as company SOP, s.
- Ensuring the security contractors PASARA registration & guard board related compliance.
- Ensuring the canteen contractors food & safety license & its related compliance.
- Making contractors termination notices.
- Various legal notices drafting & displaying in shops notice board.
- Monitoring Medclaim related documentation & claims.
- Implemented E-msphere software in M & M chakan plant.

2) Bajaj Auto Ltd, Chakan, Pune – Executive HR
(29th September 2022 - 10th December 2023)

- To Ensure compliance to various labour laws, via labour management, statutory requirements and documentation.
- Co-ordinate External Legal Compliance Audit.
- Statutory compliances and developing mechanism to cross-check monthly contractor's wages.
- RC amendment of contractors under Contract labour & Regulation & Abolition Act-1970.
- Drafting of Form V & Form VI-B.
- To maintain WC policy summary details of all contractors.
- Co-ordination with the security department to manage all contractors.
- Contract labour gate pass documentation & Process.

Internship & Training:

- **Pinnacle Engineering Solutions Pvt. Ltd. (1 month)**
 - ✓ Applicability of law.
 - ✓ Joining formalities and On-boarding.
 - ✓ Employee Personal filing.
 - ✓ Employee engagement.
 - ✓ Registration of biometric.
 - ✓ Recruitment & Selection.
 - ✓ Statutory & Legal Compliances.
 - ✓ Payroll Processing.
- **Minda Corporation Ltd. (Die Casting Division) (1 month)**
 - ✓ Applicability of law.
 - ✓ Contract labour attendance management.
 - ✓ Training & Development.
 - ✓ Housekeeping management.

Educational Details	Course	Institute & University	Year of Passing
	Masters in social work (HRM)	Karve Institute, Pune	2022
	B. Com (English)	Dr. Babasaheb Ambedkar Marathwada University	2020
	H.S.C.	Maharashtra Board	2016
	S.S.C.	Maharashtra Board	2014

Personal Details	Name	Sandip D Bobde
	DOB	15 th October 1998
	Permanent Address	At, Rajura Post, Turkabad, Tq, Gangapur, Aurangabad-431133
	Email ID	bobdesandip5@gmail.com
	Mob No	9579596697
	Marital Status	Single
	Languages known	English, Hindi, Marathi
	Hobbies	Playing Cricket, exploring places.

I hereby declare that the information contained herein is true & correct to the best of knowledge & belief.

Date: 16/11/2024

(Sandip D Bobde)