

SANDIP SURESH SAVANT

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**Senior Management Professional - Human Resource Business Partner****Human Resource Management / Industrial Relations / Welfare / Administration****Profile Snapshot****Professional Profile:**

With an LLB (Special), MSW (HR & LW), M.PHIL (HRM), LLM, and currently pursuing a Ph.D., I bring nearly 19 years of rich and extensive experience in Human Resource Management, Industrial Relations, Employee Welfare, and General Administration. My career spans across leading Indian and multinational organizations where I have been instrumental in steering HR functions and strategic legal resolutions.

Core Competencies:

Strategic Human Capital Development: Firmly believe in propelling organizational excellence by transforming human capital into strategic partners in organizational growth. Committed to nurturing employee capabilities to their fullest potential to achieve collective organizational objectives.

HR Functional Expertise: Well-versed in key HR domains, including Talent Acquisition, Induction, Placement, Learning & Development, Performance Appraisal, and Compensation Management and Planning.

Legal Acumen in Industrial Relations: Possess specialized legal qualifications, enabling the amicable settlement of numerous industrial disputes, thereby maintaining industrial peace and harmony without disruption.

Analytical Prowess: Gifted with an analytical mind, I excel at clear and logical thinking. My problem-solving skills are complemented by a strong organizational ability.

Communication & Relationship Management: Exceptional in both verbal and written communication, I excel at fostering strong relationships at all organizational levels.

Employee Development: Skilled at understanding the unique capacities of employees, I am adept at educating and guiding them towards personal and professional development.

Areas of Expertise – Human Resource Business Partnering

Human Resource Management	:	Learning and Development, Talent Acquisition, Success Factor - OKR, Succession planning, Reward & Recognition, HR Policies Framing and Implementation, Talent Management, Talent Retention, Corporate Social Responsibility, Welfare, Statutory Compliances.
Industrial Relations	:	Wage Settlement, Union Correspondence, Grievance Management, Disciplinary Actions, dispute resolution, etc.
Facility Management	:	Transportations, Event Management, Reception, Company Vehicle, Hotel etc.

Organizational Scan

Since 26.03. 2019

WILO MATHER AND PLATT PUMPS PVT. LTD.

HRBP – Kolhapur Works

Employee Strength	: 450 +
Team Size	: 11
Reporting to	: Vice President – HR
Reporting people	: 3

Brief Information : **WILO** Mather and Platt Pumps Pvt. Ltd. is part of WILO SE, Germany, Multinational, world's largest manufacturers of all types of pumps.

Achievements:

- ≡ Achieved many accolades for WILO w.r.t. sales turnover, employee engagement, learning and development.
- ≡ Achieved 100 % Employee Engagement Score.
- ≡ Consistently achieved 20% growth in business 2019 – 2024.
- ≡ Effectively implemented WPS in KW and achieved growth in all metrics as per WPS standard.
- ≡ Signed many LTS with Union linked with production.
- ≡ A wage agreement was signed for 3 years and 3 months in single meeting with record time of 4 hrs.
- ≡ Till today signed 9 wage settlement linked with production.
- ≡ Awarded for outstanding performance for the year 2019.
- ≡ Increased productivity by 14%, resulted in achieving Turn Over 220 Cr. To 400 Cr.
- ≡ Achieved Employee Satisfaction Score up 99% (Year 2019)
- ≡ Key player to have recognition of Internally formed Union from Hon'ble Industrial Court, Kolhapur.
- ≡ Appreciated for outstanding work done in COVID-19 pandemic.
- ≡ Overall maintained peace and harmony in the plant.
- ≡ Responsible for plant administration, HR and IR.
- ≡ Positively handling all workforce for peaceful relations.

- ≡ Dismissed Ex. President of Union by suspend pending enquiry for severe misconduct without disturbing industrial peace.
- ≡ Developed and implemented family circles for better utilization of activities of Corporate Social Responsibilities.
- ≡ Dealing with all legal cases, resolved all pending cases, i.e. Union Recognition, 2A, absenteeism.
- ≡ Various Corporate Social Responsibility activities organized in and around Kolhapur

01.01. 2016 to 22.03.2019 (3 yrs. 3 months) MENON AND MENON LIMITED Deputy Manager – HR, IR and Admin

Employee Strength : 2000+
 Team Size : 16
 Reporting to : AVP - HR
 Reporting people : 6

Brief Information : India's first QS 9000 certified manufacturer of grey iron automotive components. One of India's leading manufacturers of cylinder blocks and heads. Based in Kolhapur India, operations are presently certified to the ISO/TS 16949 series of quality system standards. Company is the only non-captive foundry in India, capable of casting and machining intricate automotive grey iron castings like cylinder Blocks and cylinder heads. With over 6 decades of experience, company has won several awards for strong quality systems and business capabilities.

Achievements:

- ≡ Awarded By ACMA for **Excellence in Human Resource Management** - Large Category 2015 -2016.
- ≡ Awarded By IIF for "**Laxman Rao Kirloskar - Best Foundry Award**- Kagal Division for the year 2016.
- ≡ Streamlined recruitment process for both plants Kolhapur and Kagal.
- ≡ Positively handled all work forces and diverted to register internal Trade Union.
- ≡ Streamlined all manpower issues for foundry & Machine shop implemented separate strategies to handle the task.
- ≡ Reduced heavy losses due to manpower shortage outsourced unskilled work which leads to achieve the record profit in FY 2018-19.
- ≡ Implemented Best HR Practices and Policies.
- ≡ Successfully faced audit of M/s. Mahindra's Sustainability Business Capability (SBCB)
- ≡ Responsible for Annual Performance Management and Salary Revision of All Staff, Officer and Managers.
- ≡ Dismissed Union General Secretary followed by other four union leaders by suspends pending enquiries for severe misconduct without disturbing industrial peace.
- ≡ Developed and implemented family circles for better utilization of activities of Corporate Social Responsibilities.
- ≡ Handled legal cases effectively i.e. Protected Workmen (at Conciliation and High Court), Injunction etc.
- ≡ Regularize labour related court cases, streamlined all disputed cases and settled in amicable way.

Key Responsibility @ Menon and Menon (Vikramnagar and Kagal Plant)

- ≡ Initiated steps in maintaining healthy Industrial Relations for both plants.
- ≡ Timely Talent Acquisition of both plants.
- ≡ Wage agreement and its implementations.
- ≡ Periodically review with the department heads, colleagues and subordinates with respect to the departmental problems and maintain positive atmosphere and work culture of the Company.
- ≡ Reduced ERE by implemented new salary structure while recruiting in workmen cadre. Minimized the liabilities on company by diverting workforce in technical associate/executives.
- ≡ Monitoring Hiring, joining, induction and absorption of new entrants especially till confirmation.
- ≡ Establish work discipline, culture, and quality of work life of employees, effective implementation of salary administration and revisions.
- ≡ Establish and implement grievance redressal procedure.
- ≡ Implement effectively and monitor the statutory compliances as per the Act applicable to Company wrt employees and Contract labour.
- ≡ Established good repo with Labour Commissioner Office, ESI Corporation, Factory Inspector, MPCB, Provident Fund and other related statutory bodies.
- ≡ Monitor all Labor related court cases / matters. Any work related to Industrial Court & Labour Court.
- ≡ Control on Time Office, Personal Records, Security, Reception, General Administration etc.

26.06. 2005 to 31.12.2015 (10 yrs. 7 months) KIRLOSKAR BROTHERS LTD (THE KOLHAPUR STEEL LTD) Associate Manager – HRM&C

THE KOLHAPUR STEEL LIMITED (M/s KIRLOSKAR BROTHERS LIMITED) a Kirloskar group company is engaging in manufacturing of steel castings for industries such as Energy, Power, Engineering, Mining, Marine, Pumps & Valves, and Sugar machinery.

Employee Strength : 500+
 Team Size : 6
 Reporting to : GM - HR / AVP, VP- CHRM & C
 Reporting people : 4

Major Achievements@ Kirloskar

- ≡ Awarded prestigious "**Kamgar Mitra Award 2013**" honored by Government of Maharashtra.
- ≡ Diverted positive workforce in management favor for sustainable growth of Organization.
- ≡ Continuously provided the organization with well-trained and well-motivated employees by continuous training to employees. Also taught to the spouses of employees.
- ≡ Changed mindsets of workmen and stimulus to form Internal Union.
- ≡ Wage Settlement: Played vital role in implementing four long term wage agreements (2005-2007, 2008-2010, 2011-2013 and 2014 to 2017) with union and amicable understanding and signed memorandum of understanding linked with production.
- ≡ Maintained law and order in the company while two union leaders instigated the other workforce for illegal stoppage of work, took strong action to maintain industrial peace.

- ≡ **Appreciated** by VP-CHRM & C for outstanding performance done in maintaining **law and order** situation in the plant and handling legal issues in remarkable way.
- ≡ **Downsized the workmen representative's strengths** by 18 to 5, which helps for effective dealing with the union.
- ≡ **Downsized** unauthorized absenteeism by continuous domestic enquiries (50+), which leads to increase in the production.
- ≡ implemented **Career Progression Scheme** with the help of **Birla Institute of Technology, Delhi** to develop the abilities and skills of the workforce efficiently.
- ≡ Implemented Bell Curve system for workmen to retain and promote high talent.
- ≡ Increased to the fullest the employee's job satisfaction and self -actualization. Developed and maintained a quality of work life that makes employment in the organization desirable.

Significant Highlights:

Human Resource Management:

- ≡ Implemented Human Resource Policies, developed award system and recognition of employees.
- ≡ Performance Management System, Annual Salary Revisions.
- ≡ Training and Development of employees. Developed employee's skills and potential by training inside and outside of the factory. Ethical and Cultural change through training.
- ≡ Recruitment and Selection of right candidate at right place at right time.
- ≡ KRA setting and Performance Management system.
- ≡ Corporate Social Responsibilities

Industrial Relations :

- ≡ Close and professional relationships are established and maintained between management, employees, and other government officials and the local community.
- ≡ Consistent and fair Grievance handling and Misconduct management providing professional counseling and coaching to correct inappropriate behaviors.
- ≡ Play crucial role of Management in dealings and disputes, ensuring a consistent approach to Grievance handling and dealing with employee misconduct.
- ≡ Advise, facilitate and lead development of sustainable employee relations practices in the Company
- ≡ Advise, guide and support in developing and implementing a strategy for negotiating long term wage agreements with Unions and assist in the execution of wage agreements from time to time
- ≡ Assist, support and coach during negotiations with unions/workmen and facilitate to arrive at amicable understanding and signing memorandum of understanding and long term wage agreements
- ≡ Advise on employee discipline issues and support and facilitate disciplinary actions where required
- ≡ Facilitate development of worker development programs and continuous improvement programs for employee involvement like Total quality management, 5 'S' Kaizen, small group activities and other innovative HR practices in the manufacturing plants.
- ≡ Benchmark with leading companies on employee relations and human practices so as to evolve innovative and sustainable policies and practices for the manufacturing plants
- ≡ Advise line supervisors/ managers on handling employee grievances and facilitate resolution of grievances with a view to ensuring industrial harmony and positive discipline

Management of litigations:

- ≡ Manage and monitor court/legal matters involving labour law and actively interface with Company advocates and legal counsel for briefing and conferencing.
- ≡ Assist in the development of strategy for labour law litigations and facilitate settlement of cases as per Company expectations.
- ≡ Advice and support line managers in civil and/or criminal litigations and provide guidance when needed

Training Management:

- ≡ Design and deliver the full training lifecycle, from training needs analysis to evaluation and measuring return on investment.
- ≡ Accurately maintains training records of all employees
- ≡ Responsible for the timely completion and submittal of training records and reports
- ≡ Creating the annual training calendar and delivery plan
- ≡ Source, co-ordinate and build relationships with internal and external trainers
- ≡ Manage the local training budget
- ≡ Evaluation of course and trainer capability

General:

- ≡ Take an active involvement in the welfare, safety, development and well-being of employees providing advice, counseling and truthful, diplomatic feedback.
- ≡ Provide sufficient training and development opportunities to ensure employees are confident, well trained and professionally equipped to deal with the demands of their function.

Working Relationships:

- ≡ To work closely with the Plant Managers, Unit Head and reporting to GM-HR & IR
- ≡ Dealing with external interface with the Labour authorities like the Labour commissioners, Factory Inspectors and other labour law related statutory authorities and also Advocates and Counsels for legal matters
- ≡ Also have internal interface with the Corporate HR and other Unit HR community.
- ≡ Key players in forming Southern Region HR forum in Kolhapur district.

Communications and Consulting:

- ≡ An effective Employee Communications Programs is implemented that maximizes employee's awareness of company objectives, philosophy, and operating concepts.
- ≡ To effectively communicate core values and behavioral standards to all levels.
- ≡ To actively counsel employees on career prospects, job related and personal matters, discipline ensuring honesty and transparency.
- ≡ To conduct professional Exit Interviews for all leaving employees, providing systematic feedback, tracking data and formulating reports concerning trends and reasons.

Academic Credentials

Ph. D.	Pursing at Shivaji University, Kolhapur
LLM	Shivaji University, Kolhapur 2018-2019
LLB (Special)	Shahaji Law College, Shivaji University, Kolhapur 2015-2017
M.PHIL (HRM)	Shahu Institute of Business Education & Research - SIBER 2009-10
MSW (HRM)	Shahu Institute of Business Education & Research - SIBER 2003-04
BA (English)	Shivaji University Kolhapur 2000-02

Professional Training

- ⌘ Attended one day workshop on "TRENDS IN HUMAN RESOURCE MANAGEMENT" under UGC's CPE program organized by D K Shinde School of social work. [SIBER]
- ⌘ Completed 2 Days workshop on HR Business Partner public program organized by SHRM
- ⌘ Attended two days' workshop on 'Leveraging Human Potential' organized by Mahindra Leadership University, Nashik
- ⌘ Training on Labour Laws organized by Indian Institute of Training and Development, Pune.
- ⌘ Member of Southern Maharashtra HR forum.
- ⌘ Certified Internal Auditor for ISO 14001:2004 from TUV India Ltd.
- ⌘ Certified Internal Auditor for ISO 18001:2007 from Bureau Veritas Quality International.
- ⌘ In - Plant Training on First Aid and CPR organized by St. John Ambulance, Thane, Mumbai.
- ⌘ Effective Living and Leadership organized by MRA Institute Pachgani, Kolhapur.

Achievements

- ⌘ Enrolled name on must of Bar Council of India, Roll No. MAH/3435/2017
- ⌘ Appreciated by Vice President CHRM & C for outstanding performance done in maintaining law and order situation in the plant and handling legal issues in remarkable way.
- ⌘ Member of the TEAM in achieving Landmark Turn Around of TKSL Foundry, by implementing various cost saving projects.
- ⌘ Register Name as Welfare Officer under the Maharashtra Factories Act 1948 [Maharashtra welfare Officer Rule 1966] RN-DISH/94S/S 028
- ⌘ First Prize-three years incessant for Kabaddi game in school level competition.

Industrial Training and Project

- ⌘ A Study on **Training and Development Activities** with special reference to **THE KOLHAPUR STEEL LIMITED** Submitted to Shivaji University as academic requirement of fulfillment of award of the degree M.Phil.

Information Technology Expertise

- ⌘ Advance Excel, MS Office (MS Word, Excel, PowerPoint)
- ⌘ Undergone extensive In-house SAP-B1 training programmes.
- ⌘ Business Computer Application (BCA) by Institute of Computer Accountant.
- ⌘ MS-CIT certification course by Government of Maharashtra.

Personal Dossier

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|---------------------|------------------------------------|
| ⌘ Date of Birth | : September 18, 1981 |
| ⌘ Languages Known | : English, Hindi, Marathi. |
| ⌘ Permanent Address | : Kolhapur, Maharashtra, India. |
| ⌘ Notice Period | : Three Months |
| ⌘ CTC (PA) | : 12.81 Lakhs |
| ⌘ Marital Status | : Married |
| ⌘ Expected CTC | : As per the industrial norms. |
| ⌘ References | : Available on request |
| ⌘ Passport No. | : L5657364 (Valid till 26.11.2034) |

Place: Kolhapur
Date: 01.04.2024

Signature