



CURRICULUMVITAE

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Sachin Shinde

Over all 10 Years of Experience of Human Resources- Generalist Profile.

Part of the NIPM Conference held at Mumbai on 22nd June 18.

Career Objective

To be a contributing Human Resource team member in organization's Success aligned with appropriate justice to my role with all possible ways of efforts & dedication.

AREAS OF EXPERTISE

Presently Working Company: - Technic Control Facility Management Pvt. Ltd. Pune.

As a Asst. Manager- HR, From Nov 20 to till Date.

- Recruitment
- Hire to Retire process
- Payroll
- Statutory compliances
- Employee engagement
- Client engagement
- HR MIS & PMS
- HR Business Support
- Employee Grievances
- Admin, IR & Vendor Management
- Karma & KPMG Statutory Audits

Previous Working Company: - G4S Facility India Pvt. Ltd. Pune.

As a Branch HR Head, From June 20 to Nov 20.

A. Payroll Management & Statutory Compliances: -

(1) Payroll Management & Statutory Compliances (2). Employee Compensation: Salary to be process, Full and Final (3) ERP updating for Existing employees (4) Statutory Compliance: PF/ESIC/ PT/ LWF Challans (5) Timely compliance documentation to be submitted for all National clients

B. Employee Documentation: 100% maintenance of employee files with the request statutory documents

C. People Engagement: -

(1) Sampark Sabha: As per Calendar / Meeting Minutes closure

(2) Reward and Recognition Nominations and Facilitations

(3) Onboarding through MSS training centers

D. Health & Safety: Improve Safety Culture

E. HR Efficiency: HR Dashboard score 90% and above HR Internal Audit Score 90% and above

F. PVC:PVC to be done for all existing and new joiners

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Since July.'16 to 20 March 2020 with Dusters Total Solutions Services Pvt. Ltd. Pune (An SIS Group Enterprise) as Assistant Manager- Human Resource

Company Profile: DTSS is India's foremost Facility Management services provider. Our services provide a complete solutions package to over 800+ clients across a gamut of industries. With a workforce of over 37000+ employees, we manage over 150 million sft a day, across 50 cities and 12 states. DTSS also certified as ISO 9001:2015, ISO 14001, OHSAS 18001 Company.

Working as a Assistant Manager- HR

Responsibilities:

- Handling Hire to Retire function for back office staff Pune Region
- Recruitment of Executive and above level, Blue collar staff & Technical staff, supporting the business through creating a pool of resources through NGO, Job Fairs & Job portals.
- Support for HR Processes & Policies implementation- E-Attendance, Leave, Referral scheme, POSH, SEWA, PMS, etc.
- Employee engagement through Reward & Recognition, HR Help Desk, Training, Induction
- Pay Roll of Back Office staff
- Handling Police verification & Background Verification for Pune Region
- Compliance related awareness like- PF, ESI, LWF, PT, Leave & Bonus, etc.
 - Supporting time to time for client compliance audit at site
 - Handling Social Audits at IBM sites
 - Handling IR issues related with Labour Office/ Govt. Authorities
 - Mediclaim of site & back office employees
 - Distribution of ESIC Cards, UAN activation during HR visits at site
 - Creating awareness on ESIC/ UAN registration & benefits
 - Supporting for yearly Bonus & Leave pay out of site left employees.
 - Handling site employees grievances related with salary, arrears, deduction, etc.
- Extra support for SCM Dept. and Transition/ Mobilization of new sites, Vendor payments.
- Monthly MIS presentation on HR dash board, SCM, Recruitment, IR Issues, Emp. grievances.

Since Feb'13 to July'16 with Compass India Support Services Pvt. Ltd, Pune as Sr. Executive- HR.
(Worked as TA Lead at Pune Branch for shared services for Food & Support services.

Company Profile: Facility Services Industry, working in Maharashtra, Madhya Pradesh, Gujarat state with 1200

Company Profile: Compass Group is the world's leading provider of contract food and support services including integrated Facility Management Services. Compass Group has been servicing the Indian

Corporate, Healthcare, Education and Offshore market needs since 2008, maintaining world-class standards of service delivery across India. Within 5 years of its inception Compass India successfully acquired five national and regional companies from food and facility management industry. Upholding the credibility of the Compass Group in India, is a strong team of 17000 employees. The Group has a strong presence in India that spreads across 45 cities, partnering with 450+ clients and serving over 1.2Lac meals a day.

Reason to Leave: Better Opportunity.

Responsibilities:

- Conduct End to End Recruitment drives for Blue collar & White collar employees (Map 4 & Map 5 Level) through paid & Free Job Portals such as Naukri & Times Job in co-ordination with Corporate Office.
- Recruitment of frontline staff through various sources like existing staff references, Job Fair, NGO's, local area references, distribution of pamphlets, e.t.c.
- Handling end to end mobilization of new sites.
- Handling Contractor management- Acquisition, Allocation, use & control of relevant contractors.
- Maintaining Employees Personal Files & data Maintenance.
- Preparation of Weekly/ Monthly/ Quarterly/ Yearly Recruitment Reports.
- Preparation of Offer /Salary negotiation/offer Finalization, undertake salary negotiations and Offer releasing.
- Assist in ensuring compliance of all statutory requirements of the entire Branches
- Attended monthly compliance audits at site
- Settled various Labour cases in Lok Adalat
- Assist in Employee Konnect, R&R & Branch welfare programmes.
- Preparation of HR-SOP (Standard Operating Procedures) and SLA (Service Level Agreement).
- Fully responsible for Police Verification & BVG of employees time to time.
- Assist in UAN, PF, ESIC Camp.
- Assist in admin work like Uniform, Permanent ID cards, New Mail ID, new SIM card, etc.

Since June.'11 to Feb'13 with Paranjape Schemes Property Solutions Pvt. Ltd. (PSPS), Kothrud, Pune as HR/ Legal- Executive

Company Profile: Facility Services Industry, working in Maharashtra, Madhya Pradesh, Gujarat state with 1200 employees. Providing Housekeeping, Technical & Security staff to Manufacturing Company, IT Company, Malls& Indian Railways.

Reason To Leave: Better Opportunity.

Responsibilities:

- Handled overall HR Operations.
- Pay roll processing of 1200+ employees of 20 & above sites like Tech M, Cummins, Idea, Blue Ridge, Persistence.
- Handled Legal Compliances like PF, ESIC, WC, PT, LWF, Wage Register & Leave records,
- Handled Legal Audits like internal client audits & Govt. legal audits.
- Renewals of Central & State Labour licences, Shop Act Licences, etc.
- End to end process of Human Resource management like recruitment to full & final settlement.

Since Feb.'11 to June'11 with Indumati HR Facilities Private Limited, Chinchwad, Pune as Executive- Human Resource

Company Profile: Facility Services Industry, Thermax Chouck, Chinchwad, Pune Employee Strength is 700. Providing manpower to Manufacturing Company, IT Company, Educational Institute like industrial Labour, Technical staff, Housekeeping & Security. (Sites- Minda, Wolksvogen, Gange Pressing, Tata Motor, Fiat, e.t.c.)

Reason to Leave: Better Opportunity.

Responsibilities:

- Centralized Recruitment Mechanism from various segments with the help of various sources like field sourcing, references, Data base, etc.
- Searching CVs, short listing candidates.
- Arranging and conducting interviews.
- Negotiating salaries with candidates.
- Handling inducting and joining formalities.
- Legal Compliances- Maintained Wage Registers, Generate PF, ESIC, PT & LWF challans.

PROJECT EXPERIENCE

In MPM Semi- III Completed The Project On "Human Resource Development Program" from RDS Management, Dhole Patil Road, Akshay Complex, Pune.

ACHIVEMENTS**Streamlined the HR function in compass-SuS at Pune Branch.**

- Successfully completed Mobilizations of General Motor, Atos, TCS Hinjewadi, TCTSL, Airtel Data Centre, WNS, Accenture, Amdocs, etc sites.
- Settled labour court cases in Lokadalat at Compass Group.
- Successfully completed KPMG Audit at G4S Facility Services.

ACADEMIC CREDENTIALS

- 2010** Completed MPM (Master in Personnel Management) from NICDR Institute of Management, ABC Chouck, Pune University with 61.33% in **First class** in 2010.
- 2008** Completed LL.B. from New Law College, Ahmednagar, Pune University, with 52.00% in **Second class** in 2008.
- 2005** Completed Bachelor in Arts (English) from New Arts, Commerce & Science College, Ahmednagar, Pune University, with 53% in **Second class** in 2005.
- 2002** Completed Higher Secondary Certificate from New Arts, Commerce & Science College, Ahmednagar, Pune University with 68.50% in **First class** in 2002.

PERSONAL DOSSIER

Full Name : Sachin Vasant Shinde.
Date of Birth : 10th October, 1984.
Nationality : Indian
Current Residential Address : C/o Vijay Hole, Flat No.1, Hole Corner, Next to Ekvishwa Complex, Gondhale Nagar, Hadapsar, Pune- 411028.
Permanent Residential Address : A/P- Rajapur, Tal- Shrigonda, Dist- Ahmednagar.
Marital Status : Married.
Area of Interest : HR Generalist, Recruitment, Payroll & Compliances, IR.
Languages Known : Marathi, Hindi and English.

Date: