

HEMANT HINGMIRE

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- Dedicated HR Manager with 15 years of experience in developing and Implementing HR Strategies to drive **employee engagement, retention & Organizational growth**. Adept at overseeing **Talent Acquisition, Onboarding, PMS, HR Policy, SOPs, Payroll & Statutory Compliance, Offboarding, HRMS, Contract Labor & Industrial Relations, Stakeholder Management** Initiatives in IT, BPO, Telecom, Real Estate, Constructions, Manufacturing, Healthcare & Hospitality Industries,
- **MBA in HR & PM**, SHRM- SCP, POSH, Diploma in Labour, Employment and Industrial Laws for HR Managers from MEPSC,
- Excellent organizational skills with the ability to prioritize and execute multiple projects simultaneously,

NOTABLE ACHIEVEMENTS:

- ✓ Implemented HR Strategies to enhance Organization Chart to analyze company strategy, reporting structure, organization development interventions approach, roles in achieving organizational objectives and corporate reorganization, efficient management of resources in liaison with the top management at Indulkar Group in 2022 & Vetrina Healthcare in 2023.
- ✓ Introduced HR Policies like Attendance & Working hours, Leaves & Holiday, Recruitment & Selection, Employee Food Policy, Disciplinary action, Rewards & Recognition, ID card policy, POSH policy, Dress & Personal appearance, Employee classification, Ethics & Integrity, Employee grievances & resolution mechanism for Indulkar Group, AYN Group & eBenefits Network in 2017, 2021, 2022 & 2023 to connect employee & employer,
- ✓ Implemented Standard Operating Procedures (SOPs) - Recruitment, Onboarding Process, Code of Conduct, Performance Management, Payroll, Employees Grievance, Training & Development and Exit Procedure for AYN Group, Indulkar Group Ampcus & Vetrina Healthcare
- ✓ Launched HRMS – KekaHR, easyHR, greytHR, FactoHR to improve Attendance & Payroll Process by 80% in 2019 to 2022
- ✓ Developed and implemented a comprehensive performance management system, resulting in a 15% increase in employee productivity within 3 months in 2020, 2021, 2022 & 2024
- ✓ Oversaw the execution of performance appraisals and provided constructive feedback to employees, resulting in a 10% improvement in overall performance ratings in 2018, 2022 & 2023
- ✓ Implemented balance score card procedure for Leadership team to identify and improve organizational & Individual employee performance in 2023 & 2024
- ✓ Launched Risk Assessment Survey to improve Work Culture through Consultant at Indulkar Group in 2023
- ✓ Implemented new employee on-boarding process to improve employee retention by 40% in 2021, 2022 & 2023,
- ✓ Improved daily reporting System to enhance recruitment team efficiency by 30% in 2021 & 2022
- ✓ Streamlined in-house hiring process & payroll system to save company cost by INR 5 Lakhs per year in 2014 & 2017
- ✓ Supervised and mentored 2 Recruiters, which led to successfully Recruited over 120 new employees in 2013-14 for “JamBuster”
- ✓ Implemented HR metrics in employee turnover, leave matrix, absenteeism, Headcount, attrition rate to value and effectiveness of HR initiatives & conducting employee satisfaction surveys Leading significant Increase in employee satisfaction Index
- ✓ Completed auditing procedures in ISO QMS certification for JamBuster, Indulkar Group & Ampcus to improve company procedure
- ✓ Transformed employee engagement strategies through rewards & recognition policy, employee engagement surveys in 2022
- ✓ Established Employee “Fun & Sports Committee; recognized by CEO with “HR Exceptional Award” in 2011
- ✓ Initiated company branding awareness annually by organizing an outdoor team building event and employee connect workshops for every 6 months basis in 2012, 2015 & 2019 to improved company work culture
- ✓ Spearheaded payroll calculations accurately & employee salary queries always resolved within 48 hours in 2016 & 2019 to retained employees.
- ✓ Strengthened various HR initiatives such as annual town-hall meetings, monthly team building events & organized Indoor and outdoor training workshops as a part of team building process in 2012, 2016, 2019 & 2023
- ✓ Arranged Training Workshops to Enhanced Business English & Communication Skills, Stress & Time Management, Leadership & Management skills to achieve employer business goals in 2011 & 2017
- ✓ Appreciated and rewarded to save company cost by average INR 12 Lakhs per year during office relocation setup in 2017
- ✓ “Employee Service Award” for 3 year’s service commitment with eBenefits Network

KRAs & KPIs Summary:

<p>Talent Acquisition KRA: Manage the recruitment process effectively. KPI: Average time-to-fill positions is under 45 days, with a 90% retention rate of new hires in the first year.</p> <p>Onboarding KRA: Ensure effective onboarding of new hires. New Hire 90-Day Retention Rate KPI: Onboarding Satisfaction Score (survey)</p> <p>Human Resource Management Systems (HRMS) KRA: Maintain and optimize the HRMS. KPI: User Satisfaction with HRMS (survey)</p> <p>Stakeholder Management KRA: Effectively manage relationships with internal and external stakeholders. KPI: Frequency of Stakeholder Meetings</p>	<p>Performance Management System KRA: 1. Job Description and KPI Management- JDs, KRAs, and KPIs per quarter 2. Appraisal Process 3. Employee Development: 1-on-1 reviews per quarter. training sessions per quarter KPI: - JD, KRA, KPI Accuracy: 95% accuracy rate. - Appraisal Completion Rate: 95-100%. - Training Effectiveness: Average feedback score of 4.5/5. - Succession Planning: 90% of critical positions with identified successors.</p> <p>Employee Records Maintenance: KRA: Maintain accurate and confidential employee records. KPI: 100% compliance with data protection regulations, and positive audit results.</p>
<p>Standard Operating Procedures (SOPs) KRA: Establish and maintain SOPs for HR processes. Number of SOPs Implemented KPI: Internal Audit Score for SOP Compliance</p>	<p>HR Policy Development KRA: Develop and update HR policies. Number of Policies Updated/Developed KPI: Compliance Rate with New Policies</p>
<p>HR Metrics Analysis: KRA: Monitor and analyze HR metrics for data-driven decision-making. KPI: 90% of strategic decisions are influenced by HR data, leading to measurable business performance improvements.</p>	<p>HR Strategy Development: KRA: Lead the creation and implementation of HR strategies aligned with business goals and regulations. KPI: Annual strategy review approval by executive leadership, indicating alignment and compliance.</p>
<p>Employee Engagement and Retention KRAs: 1. Engagement Activities - Conduct 6-8 engagement activities per quarter. - Recognize and reward 10-15% of the workforce per quarter. 2. Onboarding and Counseling - Onboarding satisfaction score of 4.5/5. - Resolve employee queries within 48 hours (about 2 days). - Reduce the absenteeism rate by 10%.</p> <p>KPIs: - Engagement Activity Participation: 80% participation rate. - Onboarding Satisfaction: 4.5/5. - Query Resolution Time: 48 hours. - Absenteeism Rate: 5%.</p>	<p>Compensation, Benefits, Payroll & Statutory Compliance KRAs: 1. Compensation and Benefits - Conduct 2-3 CTC reviews per year. - Achieve 80-90% utilization of benefits programs. 2. Payroll Management - Process 99-100% of payroll accurately and on time. - Conduct 4-6 compliance checks/audits per year.</p> <p>KPIs: - Market Competitiveness: Benchmarking of CTC against market standards (e.g., within the top 25% of the industry). - Payroll Accuracy: 99-100% accuracy rate. - Compliance Rate: 100% on-time filings and renewals.</p>
<p>Contract Labor and Industrial Relations KRA: Manage contract labor and maintain industrial relations. Compliance Rate for Contract Labor Regulations KPI: Number of Industrial Disputes</p>	<p>Offboarding KRA: Manage the offboarding process effectively. Exit Interview Completion Rate KPI: Average Time to Complete Full and Final Settlement</p>

WORK EXPERIENCE:

Manager - HR	Ampcus Tech, Nashik (IT & Recruitment)/ Vetrina Healthcare, Pune	09/2023- Till Date
Manager – HR	Indulkar Group, Pune - Hospitality, Manufacturing, Healthcare, Real Estate	01/2022 to 07/2023
Manager - HR	AYN Group, Pune- IT (Healthcare), Real Estate & Constructions	04/2020 to 12/2021
Manager - HR	Rama Group, Pune - Real Estate	04/2019 to 03/2020
Manager - HRBP	Santeon Group - eBenefits Network (USA), Pune – IT (B2B HRMS)	06/2014 to 05/2018
HR Business Partner	JamBuster Technologies Pvt Ltd / Exfo, Pune – IT (HRMS & Telecom)	12/2011 to 05/2014
Senior Executive – HR	Uptime Infratel, Pune – Telecom	01/2010 to 12/2011

EDUCATIONAL QUALIFICATION:

Diploma in Labour, Employment & Industrial Laws from MEPSC in 2023
MBA in Human Resource and Personnel Management from ISBM, Pune in 2008
Graduation in Hotel Management from Bharathi Vidyapeeth in 2003

PROFESSIONAL CERTIFICATIONS:

POSH (Prevention of Sexual harassments of Women in workplace, Legal Drafting for HR Managers
Strategic HR, Independent Directors Databanks, Information Privacy Professional Exam/Canada/EU/US (CIPP)

TECHNICAL SKILLS:

Microsoft Office Suite -Word, PowerPoint, excel; VLOOKUP, hlookup, pivot-table, concatenate, split columns,
HRIS - Organogram, ATS, Workflow, PMS, Self-service, Helpdesk, Reporting, Analytics,
HRMS – Attendance, Leaves & Payroll Management in KekaHR, easyHR, greyHR & factoHR, saral paypack, eSSL biometric system

PERSONAL DETAILS:

Date of Birth: 27/11/1980.
Languages: English, Hindi, Marathi & German.
Present Address: 180 Nana Peth, 2nd Floor, Nakoda Heights, Near Pimpri Chowk, Pune 411002.