

SAGAR MANKAR

Current Address:

Mahalunge Nande, Pune 411045

Hometown: Akola

Mobile No.: 9370796906

Education: Masters in Labour Studies

Email: sagarmankar.mils@gmail.com

Open to Relocation: Mumbai & Pune

Experience

Yapsody India Pvt Ltd / Asst. Manager HR (Mumbai)

(Oct 2022 - Present)

- ***HR Digital Transformation: (Keka HR)***
 - Lead HR to implement HRMS system for the entire employee life cycle.
 - Imparted training on digitized HR systems to help senior managers with data availability.
- ***Employee Life Cycle:***
 - Onboarding and Induction - Conducting pre-offer formalities, documentation and smooth integration of new employees.
 - Attendance & Leave Management - Monitoring attendance, tracking leaves, and ensuring policy compliance.
 - HR Documentation - Preparing offer letters, employment agreements, experience letters, and exit documents.
 - Employee Engagement and Development - Conducting training programs and engagement activities to enhance retention.
 - Comp & Ben - Managing payroll, salary structures and statutory compliance.
 - Exit & Offboarding - Conducting exit interviews, handling full & final settlements and ensuring knowledge transfer.
- ***Performance Appraisal:***
 - Set up the module for Performance Appraisal in HRMS.
 - Setting the OKR process for the organization.
 - Initiated Performance Appraisal and completed the cycle successfully.
- ***Policy Development:***
 - Created, implemented, and maintained HR policies to ensure they aligned with organizational goals and legal requirements.
- ***Talent Acquisition:***
 - Lead recruitment initiatives to attract and hire top talent for the company.
- ***HR Budgeting:***
 - Planned and managed the HR department's budget, ensuring efficient allocation of resources and cost control.
- ***Employee Branding:***
 - Promoting the organization's culture through various social media platforms such as Instagram & Facebook.

Bharat Petroleum Corporation Ltd / Executive HR (Mumbai)
(Jan 2021 - Mar 2022)

- **Statutory Compliance:**
 - For Mumbai based offices especially on Contract Labour related compliances.
- **Employee Engagement:**
 - Organizing Best Place to Work Awards and Daksh Manch for non-management cadre
 - Organizing the BPCL flagship event 'UMANG' for apprentices.
 - Organized vaccination camps in the whole Mumbai region.
 - Organizing YOUNGAGE - an initiative for Millennials.
 - Pilot implementation of PRACTO app among employees.
- **Data Analysis:**
 - Collation data and presenting the monthly highlights for the ER and Benefit Admin team of the region.
 - Reviewing the Exit Interview data and analysis.
- **Recruitment of apprentices & contract staff for WR:**
 - Handled the recruitment of apprentices under the National Apprenticeship Promotion Scheme for the Western Region.
- **Litigation & Disciplinary Matters:**
 - Analyzing various legal cases and preparing case Briefs for the ER team.
- **Learning Initiatives:**
 - Implemented GuruZ learning app for Apprentices.
 - Multiple need-based programs for all age groups.
 - Organized "Learning Circles" a platform for apprentices to improve their skills.
- **Performance Appraisal:**
 - Initiated performance appraisal through HRMS (SAP) and completed the cycle successfully.

ACADEMIC EXCELLENCE		
Degree	Institute/University	Year
MLS	NML Maharashtra Institute of Labour Studies, Mumbai University	2020
B.A.	Amravati University	2014
H.S.C.	Maharashtra State Board	2010
S.S.C.	Maharashtra State Board	2008