

# AMRISH SARDAR KUMAR

## High Impact Human Resource Management & Industrial Relations Professional

A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies; targeting leadership roles in **Corporate HR & IR** with a leading organization in **Manufacturing/ Automotive/ other industries**  
Location Preference: **Pune/ Mumbai/ Baroda/ Goa**



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Please Mention



### CORE COMPETENCIES

- Strategy Planning & Policy Formulation
- HR Industrial Relations
- Compensation & Benefits/ Rewards & Recognitions
- Organizational Development
- Performance Management
- Union Management/ Wage Settlement
- Statutory Compliance
- New Business Initiatives
- Talent Acquisition Management
- Employee Welfare & Engagement Programs
- Budgeting and Cost Control
- Learning, Training, & Development
- Employee Lifecycle Management
- Process Transformation
- Team Building & Leadership
- Stakeholder Management



### NOTABLE HIGHLIGHTS

- Participated in a **Wage Settlement** (LTS) with the officially recognized Union of Workmen Bhartiya Kamgar Karmachari Mahasangh at Eaton Fluid Power Ltd., Pune, Rastriya Kamgar Sangh at Pyrotek India Pvt. Ltd., Pune, and Dharmaraya Kamgar Karmachari Mahasangh at Neles India Pvt. Ltd., Mumbai; gathered information from numerous companies, presented it to the management, met with the union to negotiate, cost-out various demands, chose the approach to take during the debate, managed the matter, and ultimately concluded to a resolution



### PROFESSIONAL SUMMARY

- **Accomplished HR professional** with **over 2.5 decades** of rich expertise in establishing & developing **HR Policies & Processes** and leading the gamut of **Human Resource Management** including Recruitment & Sourcing, Performance Management, Industrial Relations Management, Employee Life Cycle Management, Compensation & Benefits, Statutory & Legal Compliances, Training & Development, Wage Settlement, HR Operations, and Team & People Management
- Proven success in making measurable impacts on business by **pioneering strategic HR programs** and formulating & implementing "People First" policies, programs and work culture
- **Knowledge of Compliances** under Factories Act, Shops & Commercial Establishment Act, Provident Fund Act, ESI, PT, Contract Labor Act, Interstate Migration Labor Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Gratuity Act, Maternity Benefit Act, Apprenticeship Act, & so on
- **Visionary Organizational Development Leader** with experience in developing initiatives that increased revenues, facilitated achievement of ambitious strategic goals, increased customer satisfaction, change management and continuous improvement awareness throughout the organization
- **Broad-based experience in HR leadership** involving design & execution of strong organization structure, career architecture, role descriptions, cutting-edge training programs, and employee engagement initiatives
- **Proven success in developing short and long-term corporate human capital plans**, driving employee engagement & performance in an environment experiencing significant external & internal organizational change
- Rich knowledge of advanced HR practices such as **Recruitment Techniques, Training & Development, Competency Mapping, Performance Management, KPA/KRA, Attrition Rate**, and so on
- **People engagement specialist**, excels at leading and realigning work groups and roles to foster an environment of collective leadership; **insightful cross-cultural exposure** while working with geographically diversified & multi-functional teams



### WORK EXPERIENCE

**Aug'21 – Present | Neles India Private Limited (Part of Valmet), Mumbai/ Vadodara | Head – HR & ER**

**Apr'17 – Aug'21 | Eaton Fluid Power Limited, Pune | Manager – Employee Relations**

**Nov'11 – Apr'17 | Eaton Industrial Systems Private Limited, Pune | Deputy Manager – IR & HR**

**Sep'07 – Nov'11 | Pyrotek India Private Limited, Pune | Assistant Manager – HR & Admin**

**May'05 – Aug'07 | Starion India Private Limited, Ranjangaon | Assistant Manager – HR & Admin**

**Nov'01 – May'05 | Spicer India Limited, Pune | Officer – HR & Admin**

**Aug'96 – Oct'01 | Venkateshwara Hatcheries Limited, Pune | Officer – Personnel & Admin**

- Resolved various outstanding **EPF Settlement concerns**, including BC Workers' Pension Issues
- Monitored **400 employees' annual personnel processes**, including BC employees and assigning **over 500 Contract Labor** to bases every day
- Solely, managed the **HR Department** and fulfilled all administrative tasks; established Greenfield Project at Starion India Pvt. Ltd., Pune,
- Drove initiatives for **employee engagement** through various councils, including the CSR, transport, canteen, wellness, L&D, and women's council
- Developed a **mechanism to comprehend and address employee concerns** with the HR Help Desk, Round Table Meetings, Town Halls, Monthly Workers Communication Meetings, and Toolbox Talks
- Devised **structured criteria for reward and recognition** were devised like **Via On-The-Spot Recognition, Gemba Walks, Kaizen, Weekly Recognition, and Quarterly Execution**
- Attended a **global HR conference** in Thailand to harmonize Neles India Pvt. Ltd.'s HR policies

## EDUCATION

**2023: LLB** from AK Khan Law College, Pune  
**2007: DLL/ LW** from Yashwantrao Chavan Law College, Pune  
**1996: Master's degree in Personnel Management** from Neville Wadia Institute of Management & Research, Pune  
**1993: B.Com.** from S.P College, Pune

## PERSONAL DETAILS

**Date of Birth:** 26<sup>th</sup> April 1971  
**Permanent Address:** 248/2 Somwar Peth, Royal Apartment, Flat No. 6, 3<sup>rd</sup> Floor, Khadiche Maidan, Pune – 411011, Maharashtra  
**Current Address:** Lake Shore Palava H wing 1405 Lakeside, Mumbai, Dombivli Thane  
**Languages Known:** English, Hindi, & Marathi



## RESPONSIBILITIES ACROSS THE CAREER

### **Industrial Relations & Employee Welfare**

- Performing meetings & negotiations with members of the union committee; negotiating with internal & foreign unions and signing union settlements
- Creating & implementing policies regarding various employee classifications, pay scales, and associated issues
- Coordinating with state government apparatus & participating in court proceedings in various venues; dealing with Contract Labour Management and Mathadi-related concerns
- Managing complaints & escalated issues from floor staff to create a positive organizational climate and positive employee relations
- Administering legal/ disciplinary communications, including verbal & written memos, letters of warning, notices, and termination orders, among others
- Participating in hearings and sessions held in the legal advisor's office in Labor Courts and Offices under the Industrial Disputes Act
- Controlling time office, payroll management, attendance tracking, and absence management

### **Performance Management and Competency Management Systems**

- Formulating compensation philosophy and matching compensation & benefits policies to the objectives of the business or firm
- Developing competitive strategies by examining compensation practices, governmental requirements, and market salary rates
- Participating in compensation surveys, creating analysis of internal & external compensation benchmarks, and developing & publishing salary fitments
- Creating reward structures, incentive schemes, and benefit plans & regulations; preparing annual & quarterly budgets with Business, Human Resources, and Finance Teams

### **Employee Engagement**

- Executing employee engagement activities and participating in the planning and execution of key HR interventions with functional leaders
- Introducing Coffee Sessions, regular staff engagement activities with a focus on safety, CSR, and employee wellness

### **Liaising & Compliances**

- Liaising with government agencies, such as Employment Exchange, Municipal Corporation, Gram Panchayat, Local Villagers, and Political Leaders, as well as Labor Office, Shop Act & Factory Inspectors Office, Provident Fund, ESIC, Police stations, and others
- Managing inspections & statutory compliances under the Apprenticeship Training Act, Factories Act, Minimum Wages Act, Workman's Compensation Act, ESIC Act, Shop Act, Provident Fund Act, Security Guard Board Act, Industrial Disputes Act, and Submission of Annual Returns & Licenses Renewal on Time Act

### **Training Acquisition & Management**

- Developing employee learning & development strategy, including training needs assessment, training programme content, & annual training calendar
- Contributing in the development of employees in various behavioral, functional, communication, leadership, and change management training depending on KPI & HOD desire
- Assessing the impact of training through program review and feedback system; creating recruitment plans and streamlining hiring procedures to bring them into compliance with industry best practices
- Performing proactive communication with the Leadership Team & Delivery Heads to develop plans for hiring personnel for individual projects
- Managing all aspects of performance evaluation, promotions, and increment cycles at all levels to provide a performance appraisal system that is connected to award administration and a career progression system.
- Building a competency model for the performance management system and developing a clearly defined competency reference model for each job & role

### **Strategic HR & Planning**

- Creating HR solutions while keeping the organization's DNA in mind by evaluating the current organizational structure, culture, & internal dynamics
- Executing a benchmarking study to detect market trends in organizational structures, norms for personnel, costs, and statistics, as well as role-realignment and reporting relationships