


ROHIT PRADEEP MAHAPADI

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HUMAN RESOURCE – BUSINESS PARTNER

Seeking a challenging assignment in an organization of repute which provides me avenues for professional learning and makes good use of my technical capabilities and encourages growth

PROFILE

- Qualified and result oriented professional offering over **10 years of experience** in driving Human Resource & Administration Function.
- Professional competencies in designing innovative **personnel policies to generate a sense of affiliation among the Workforce motivating them to contribute their best efforts to realize company's objectives.**
- Adapt at creating innovative strategies and formulating **human resource policies for accelerated growth of the organization and cost optimization.**



# HR Strategy Implementation	# Statutory Compliance
# Employee Relations	# Employee Engagement
# Payroll Management	# Safety and Health Regulations
# Recruitment and On boarding	# Administration and Facility Management
# Data Mgt Budgeting and Finance	# Contract labour management

PROFESSIONAL EXPERIENCE



BRINTONS CARPETS ASIA PRIVATE LIMITED (Since January 2018 to till date)

Brintons weaves carpets for some of the world's most discerning customers and the project list is second to none. Brintons Ltd. has manufacturing bases in Portugal, Poland and Brintons Carpets Asia Pvt. Ltd. in India. Most of the production is exported through a network of agents to over 70 countries making Brintons the world's largest producer of Axminster Carpets. **(Employee Strength: 550+ India)**

SENIOR OFFICER HUMAN RESOURCES & ADMIN

Human Resource

- Responsible for entire life cycle management of the Operating Engineers (Blue collars) and White collar employees starting from sourcing, recruitment, onboarding & induction, employee retention, engagement and employee exits

- Handling the entire selection procedure like screening & short listing candidates, scheduling interviews, offer Preparation, offer release and salary negotiation. Campus recruitment for operating engineers
- Handling Training of Blue collar employees as per Business needs and maintaining skill matrix.
- Employee connect and help desk management.
- Maintaining and publishing MIS, and interpreting through analysis and deviation metrics and raise red flags and suggest and implement counter measures (Attrition, cost, leave and absence, training, manpower gap, participation index, exits etc).

Industrial Relations & Statutory compliances

- Counseling workmen for absenteeism, Controlling absenteeism
- Handling Grievances of Shop floor employees which includes disciplinary matters, employee consoling dealing with Union on day to day issues.
- Conducting monthly meeting with Union Committee.
- Filling all statutory Returns (Monthly/ Quarterly/ Half-yearly/ Yearly)
- Salary statutory Returns (PF/PT/ESIC/MLWF)
- Dealing with Govt. Authorities & Local Body (Labour office/ Industrial Health & Safety/ Employment Exchange/Grampanchayat)
- Dealing with Contractors & Contract employees.
- BOAT Apprenticeship implementation and Management in the Organization.

Performance Management

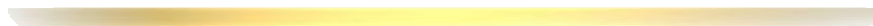
- Ensure timely completion of performance management system and participating in review and discussions with management.

Employee Motivation and Engagement

- Implementation of Reward and Recognition policy and its timely follow up
- Organize HR events like – Birthday celebrations, Top 50 Employee celebration, Annual picnics, Moive Outing, Outbound training program etc.
- Organize Cultural Activities for Employees and their Family members.

Employee Welfare and Administration

- Ensuring welfare facilities to be provided to employees.
- To ensure the contractual payment and Statutory Compliances as required.
- Co-ordinate with the concerned custodian of outsourced contracts as House-Keeping, Security, Canteen,
- Transport, Gardening, pantry, communication etc at the Factory premises neat and clean.
- Support to event management
- Drive the corporate social responsibility initiatives at the location .



KSPG AUTOMOTIVE INDIA PRIVATE LIMITED (Since Jun-11 to t Jan-18)

KSPG Automotive India Private limited German multinational company, having employee strength over 24,000 employees worldwide specialized in the fields of automotive components. It manufactures emission reduction, emission control (Exhaust gas recirculation systems, intake manifolds, solenoid valves, secondary air-systems) and electric, mechanical water pumps, vacuum pumps, oil pumps, plain bearings in India and has about 1,200 employees spread across 2 locations and 3 Manufacturing facilities.

- Handling all the Contract Labour Management
- To Provide the Manpower as per Standard Strength
- Blue collar management.
- MIS reports of the contract labour
- Handling of day-to-day issues of Plant HR
- Disciplinary actions for absenteeism and misconduct
- Training and Development Support to OD Department.
- Administration Activities : Transport , Canteen , Security , Uniform Etc.
- Active participation in Corporate Social Responsibility (CSR), EHS and OHSAS activity, Safety Week and Environment Day.

PROJECT

Successfully implemented an integrated online attendance, leave management, meeting room, and visitor management system for Pune and Nagar plant locations at KSPG Automotive India Pvt. Ltd., effectively covering a workforce of over 700 employees (Ascent - Eilisy Technologies Pvt. Ltd.)

ACADEMIC

MASTER OF PERSONNEL MANAGEMENT (2014)
IMSSR Sadashive Peth, Pune University

BACHELOR OF COMMERCE, (2011)
Pune University

Language Known: English, Hindi, Marathi.

Date of Birth: 21st March 1990

Marital Status: Married

References: Available on Request

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