

Mahesh Bharat Khare

Dy. Manager – HR, IR & Admin

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PROFESSIONAL SUMMARY

A HR Professional with 13 years of rich experience in Human Resource Management encompassing talent acquisition, learning & development, performance management system, contract labour management and Industrial Relations.

- Currently working with Taural India Private Limited, Chakan, Pune as Dy. Manager – HR & Admin.
- Having skills in Recruitment, Selection, Training & Development, Compensation & Benefits, PMS, MIS, Statutory Compliances, EOHS, Contract Labour Management, Employee Relations, Employee Welfare & Safety & Industrial Relations.
- Exposure in executing HR Policies for the welfare of the employees. Well versed with labour laws & HR Practices.

EXPERIENCE: -

July	2021	Taural India Private Limited, Chakan, Phase II, Pune
Till date		Dy. Manager - HR, IR & Admin Aluminum Casting Manufacturers (Energy, Medical, Defence, Railways, Aerospace & Robotics)
June	2021	Metalyst Forgings Limited, (Amtek Group) Chakan, Phase I Pune
January	2018	Associate Manager - HR, ER, IR & Admin Global & Domestic Forging Component Manufacturers (Automotive Industry, Railways & Pharmaceutical components)
December	2017	Precision Camshafts Limited, MIDC Chincholi, Solapur
October	2010	Officer - HR & Admin Global & Domestic Camshafts Manufacturers
September	2010	Precision Camshafts Limited, MIDC Chincholi, Solapur
November	2004	Operator – Fettling (Global & Domestic Camshafts Manufacturers)

ACADEMIC CREDENTIALS: -

2006 - 2007	Master of Management Studies (MMS), Bharati Vidyapeeth, Pune
2004 - 2006	Post Graduation Diploma in Business Management (PGDBM) Bharati Vidyapeeth, Solapur
2001 - 2004	Bachelor of Arts (BA - English) Walchand College of Arts & Science, Solapur

HR POLICIES, PROCEDURES AND PRACTICES

- Have hands on experience of Drafting, Reforming, modifying the HR policies and process and implementations.
- Collaborate with plant & Corporate HR for implementation of policies, initiatives/projects and technology.

TALENT ACQUISITIONS & INDUCTION

- Responsible for complete talent acquisition process, hiring process, manpower budget planning.
- Schedule & coordinate induction and Orientation program for new joiners

TRAINING & DEVELOPMENT

- Worked on Planning of Effective Trainings Programs as per employee's Training Need Identification, Training Calendar/Plan, On Job Training, Education & Development of employees etc.
- Competency Mapping, Training Calendars, Skill Matrix, Obtaining Training Evaluation Reports & Maintain Training Records. Arrangement of various in-house training programmers for employees in co-ordination with management. Implementation of Suggestion / Kaizen scheme, small group activity in 5's implementation.

PERFORMANCE MANAGEMENT SYSTEMS

- Responsible for the PMS & driving annual performance appraisal process across the levels linked to reward management and career growth.
- Designing, Implementing, Controlling and Monitoring Performance Management, Performs compensation and benefits benchmarking studies. Goal setting and ensuring finalization of KRA's & KPI's uploading into the system within time frame.

PAYROLL, LEAVE MANAGEMENT, COMPENSATION & BENEFITS

- Manage the payroll process in Ascent software accurately on time and resolve employee issues pertaining to salary.
- Execute the annual salary revision ensuring consistent and fair decisions are made in the promotion, incentive and salary increase processes.
- Bonus & Gratuity formality to be completed on time as per compliances.
- Monitoring Time Office Activity viz. Attendance, leave, deductions. Sustaining the records for Personnel & Administration Department (Employees' Personal Files, Attendance Registers, Performance Appraisal, Contractors' Agreements, Contractor Registers, Leave Register, etc.

PERSONNEL AND ADMINISTRATION

- Maintaining Discipline and Harmonious Work Environment across all levels of Employees.
- Managing Canteen, Transport, Security Manpower, Housekeeping, Accident Cases.
- Responsible for proper functioning of the infrastructure of the organization, ensuring that Quality Management System (QMS) is established implemented and maintained in accordance with applicable ISO / TS & EOHS standards.

STATUTORY/ LEGAL COMPLIANCES

- Liasoning with Government Authorities (Factory Office, Labour Office, MPCB- Pollution, MIDC, RTO, MSEB, Gram Panchayat, Municipal Corporation, PF, ESIC, MLWF, Employment Exchange, Fire NOC etc.)
- Preparation and submission of Monthly / Half / Yearly Challans under returns of DISH / Factory Office, Labour office, MLWF, POSH, PF, ESIC etc.
- Represent and Liasoning with Govt. & Non Govt Authorities, Various Contractors Agreements & Agents, Handling Local issues, Police Stations, Local Authorities and concerned peoples accordingly.
- Successfully handled end to end legal compliance for death case at factory as per Factories Act & other applicable compliances.

INDUSTRIAL & EMPLOYEE RELATIONS & GRIEVANCE HANDLING

- Directly Handled IR & Employee issues including Disciplinary Actions, Warning & Show cause Notice, Charge Sheet & Domestic Enquiry process etc.
- Having Good Knowledge in drafting of various types of notice as per the standing orders.
- Ensuring prompt handling and resolution of employee grievances, Redressal & maintaining cordial employee relations.
- Plant Shutdown Activity done Successfully given by retrenchment benefit, Gratuity, Leave Encashment in Full & Final Statement.

EMPLOYEE ENGAGEMENT & WELFARE

- Organizing various HR initiative Activities for Stress Management & Motivations like - Health, Safety, Legal, awareness camps, Welfare and Recreational Activities like Sports, Social / Cultural Programs, Birthday celebration, Award Felicitations, sports, festival functions, various events and other awareness program, Picnics etc.
- Recognition and awards for employees & workers.

CONTRACT LABOUR MANAGEMENT

- Managing contractual labours, its yearly agreements, Renewal of Registration Certificate, Controlling and monitoring Contractors PF, ESIC, PT, GST, MLWF Documents.

HRMIS & HR AUDITS & STRATEGIC MANPOWER PLANNING

- Maintaining & preparing of 'MIS' on various employee data and other HR PMR, MRM Records.
- Periodically audits the HR Department's records of & its Rectification.
- Create the annual manpower plan for the respective unit in collaboration with the HODs and the Business Head
- Drive various capabilities and projects as per the business requirement.
- Provide strategic HR consulting and coaching with the goal to influence business leadership action.

MAJOR ACHIEVEMENTS

- Successfully merged Plant from one unit to other unit locations in Precision Camshafts Limited located in Solapur & also plant shutdown activity done successfully.
- Successfully handled Customer's Audits including (ISO 9001-2008, ISO 14001:2015, ISO 45001:2018 & IATF 16929-2016) & appreciated by IATF Auditor maintaining the record of IATF.
- Contractual Workmen attendance Automation in Ascent Payroll.
- Reduction of Excess Manpower in various department.
- Successfully separated of union workers thru legal enquiry.

Place - Pune

Date - 11/04/2023

Mahesh Khare