

ONKAR KHATAVKAR

Human Resource Manager

A professional Human Resource Manager with 8+ years of experience in managing global workforce and end to end core HR functionality, to become a part of initiative and challenging environment where I can constantly learn and utilize my knowledge successfully, deliver solutions to problems, thus help in personal & organizational growth.

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Kalpna Empress, Wanowri, Pune

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EDUCATION

MBA - HUMAN RESOURCES : 2017
MUMBAI UNIVERSITY

B.Sc - HOSPITALITY STUDIES : 2015
MUMBAI UNIVERSITY

HSC : 2011
KOLHAPUR UNIVERSITY.

CERTIFICATIONS

- ISO 22000:2005 - Food Safety Management System Member
- ISO 22000:2018 - Food Safety Management System Member
- Internal Auditor of ISO 22000:2005 & ISO 22000:2018
- FSSAI - FoSTaC-Food Safety Supervisor Certificate of Competence completed training in Catering (Level 2)

INTERESTS



WORK EXPERIENCE

August, 2022 - Present

HUMAN RESOURCE MANAGER

*Livio Building Systems Inc,
Bay Area, CA, USA.*

January, 2020 - March, 2022

SENIOR OFFICER - HUMAN RESOURCES

*Casino Air Caterers & Flight Services,
Pune International Airport, Lohegaon, Pune*

June, 2016 - December, 2019

SENIOR EXECUTIVE - HUMAN RESOURCES

*Magarpatta Clubs & Resorts Pvt. Ltd.
Magarpatta City, Hadapsar, Pune.*

ACHIEVEMENTS

- Customer Obsession Award - July, 2023
- Just Do It Award - January, 2023
- Best Team Player Award - November, 2022
- Rewarded for formulating Onboarding Process, employee engagement programs in LIVIO.
- Awarded Best HR in CFS, Pune Unit.
- Received Management Appreciation for innovative, frugal & prompt management of staff during COVID- 19

KEY ROLES AND RESPONSIBILITIES

End to End Hiring Process- India/US

Spearheaded recruitment efforts, successfully filling key positions across various departments by developing effective job descriptions, sourcing strategies, and interview processes.

Admin and Payroll -India/US

Managed HR administration tasks, including maintaining employee records, processing payroll, and ensuring data accuracy and confidentiality.

Performance Management

Implemented performance management systems, conducting regular evaluations, providing feedback, and supporting employee development initiatives.

Company HR Policies

Developed and implemented HR policies and procedures to enhance organizational effectiveness and ensure compliance with relevant laws and regulations.

Strategic Planning and Activities

Contributed to strategic planning activities, aligning HR initiatives with organizational goals and objectives to support long-term growth and success.

Legal Requirement/ HR Audits

Conducted regular audits of HR processes and documentation to ensure compliance with legal requirements and internal policies.

Employee/Management Grievances

Provided expert advice and guidance to managers and employees on HR-related matters, including performance management, employee relations, and policy interpretation.

Employee Engagement Activities

Participated in the development and implementation of diversity, equity, and inclusion (DEI) initiatives to promote a diverse and inclusive workplace culture.

Training and Development

Developed and delivered training programs for managers and employees on topics such as harassment prevention, diversity and inclusion, and performance management best practices.

Compensation and Benefits

Develop and manage competitive salary structures and pay scales. Oversee employee benefits programs, including health insurance, retirement plans, and other perks.

HR Metrics and Analytics

Use HR analytics to track key metrics such as turnover rates, employee satisfaction, and recruitment effectiveness and provide regular reports to senior management on HR metrics and trends.

BRIEF OVERVIEW OF MANAGED ROLES AND RESPONSIBILITIES

- Spearheaded **recruitment** efforts, successfully filling key positions across various departments by developing effective job descriptions, sourcing strategies, and **interview processes**.
- Led **employee onboarding** initiatives, ensuring seamless transitions for new hires and facilitating comprehensive **orientation programs**.
- Proactively managed **employee relations, addressing grievances** and **conflicts** with a focus on fostering a positive work environment and **resolving issues** promptly.
- Implemented **performance management** systems, conducting regular evaluations, providing feedback, and supporting **employee development** initiatives.
- Administered **compensation and benefits** programs, ensuring compliance with **legal requirements** and industry standards while effectively managing costs.
- Developed and implemented **HR policies** and procedures to enhance organizational effectiveness and ensure compliance with relevant **laws and regulations**.
- Championed employee engagement and **retention efforts**, organizing **recognition programs** and **fostering a culture** of open communication and collaboration.
- Managed **HR administration tasks**, including maintaining employee records, **processing payroll**, and ensuring data accuracy and confidentiality.
- Contributed to **strategic planning activities**, aligning HR initiatives with organizational goals and objectives to support **long-term growth and success**.
- Conducted regular reviews of **HR processes** and procedures, identifying areas for **improvement and implementing changes** to enhance efficiency and effectiveness.
- Provided **leadership and guidance** to HR team members, fostering a **collaborative and supportive work environment**.
- Stayed abreast of industry trends and **best practices in HR management**, incorporating relevant innovations into organizational practices.
- Collaborated with **cross-functional** teams to support organizational initiatives and ensure **HR alignment with broader company objectives**.
- **Represented the HR department** in meetings with senior management and external stakeholders, advocating for **HR priorities** and initiatives.
- Participated in the development and implementation of **diversity, equity, and inclusion (DEI)** initiatives to promote a diverse and inclusive **workplace culture**.
- Conducted regular **audits of HR processes** and documentation to ensure compliance with **legal requirements** and internal policies.
- Provided **expert advice and guidance** to managers and employees on HR-related matters, including **performance management, employee relations, and policy interpretation**.
- Acted as a liaison between **employees and management**, facilitating effective communication and **conflict resolution processes**.
- Collaborated with **legal counsel** and other stakeholders to address **HR-related legal issues** and mitigate **legal risks** to the organization.
- Developed and delivered **training programs** for managers and employees on topics such as **harassment prevention, diversity and inclusion, and performance management** best practices.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place -

Date-

MR. ONKAR SHARAD KHATAVKAR