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### **Professional Synopsis**

A Human Resources profession with 10 years' progressive experience in; HR Operations Management, Statutory Compliances, IATF, ISO, Customer & legal Audits, Training & Developments, Payroll processing, Industrial Relations, Trad Union, Factory Hr & IR, Employee Engagement, General Administration in the Service & Manufacturing industry. having experience in team building, leadership, mentoring and leading cross-functional teams to meet and exceed operational goals.

### **Core Competencies**

Recruitment	Training and Development	Statutory Compliances
Performance Management	Compensation Benefits	Industrial Relations & Laws
Conflict Management	Payroll Management	Employee Relations & Welfare
Utility Management	New Systems & Policies Implementation	HR Analytics

### **Responsibilities**

#### **Recruitment/Talent Acquisition**

- Understanding requirement from function Heads and develop customized Job Descriptions.
- Managed the complete recruitment process for sourcing best talent from recruitment Portals, Internal referral & placement Agencies after Identification of manpower requirement, **Campus drive & Job fair**.
- Responsibility handled for manpower **budgeting**, planning Recruitment & Relations.
- Expertise in Sourcing & screening resumes, scheduling & interviewing candidates, freezing the final round of interview, discussing offer & issuing offer letter, fixing the grades, **making salary fitment**, and handling joining formalities inductions including background verification.
- Maintained **Retention rate & reduced attrition rate** for all level.

#### **Training & Development/T&D**

- Identified the training needs across levels through **mapping of skills** required for positions and analysis of the existing level of competencies of individual with **gap analysis**.
- Develop, implement, organize, supervise, coordinate and control all necessary internal and external training programs agreed by management to be necessary in order to develop employees' **competencies**.
- Ensured evaluations were conducted on all training and development programs in line with the approved **evaluation strategy**.
- Prepared training calendar, schedules, and batches for imparting training. Alignment of training plan with organizational needs and employee aspirations.
- Arranged Job/behaviour/Legal related Training as and when required.

#### **HRM/Policies & Systems Implementation/Organisational Development**

- On the basis of **business requirement/organisation culture develop/implementation of policies, Welfare, Culture Development**.
- Interfaced with **management and head of the department for designing and implementing HR policies** and procedures in the line of core organizational objectives.
- HR MIS, HR Budget & implementation of **new HR initiatives** focus.
- Key processor of formulation and of **Increment cycle**, incentive and other remuneration policies.
- Handled Contract manpower for effective utilization for all departments, Regular assessment of contract manpower, Preparation of MIS Report for all shifts of all Departments.

#### **Performance Management System/PMS**

- Implemented setting performance standards in **KRA with KPI**.
- Provided a feedback to employees regarding their **performance and related status**.
- Comparison of actual goals with goals attained by the employee.
- Established new goals and new strategies for goals not achieved in previous year
- Participate in the **Performance Management process** (i.e. annual evaluation process, promotion panels, Talent Management) – establish KPIs together with the group-leaders

#### **Employee Relation /Engagement /Welfare/Reward & Recognitions**

- **Formulated & implemented welfare facilities**; ensuring safety & health of the employees as per the standard enumerated under the Factories Act.

- Organized various employee welfare activities for events like Birth day celebration, Festival Celebration, Annual day Celebration, Picnic, Sports, Cultural activities etc CSR activity.
- Implemented Employee **Rewards & Recognition** System.
- **Analyses the aspect and impacts** of engagement activity.
- Conducted **Employee Satisfaction Survey** & ensuring implementation of action plan.

#### **Compensation & Benefit Management (Payroll, Variable Pay, Performance linked Pay)**

- Successfully Implementation of **HRMS software (HR one & Saral pay)**
- Designed and implemented **Grade Wise Salary Structure**,
- Maintained records in order to determine compensation packages, wage structure, salaries increment etc.
- Processing of Salary and coordination with Accounts dept.
- Coordinated with the Top Management in the formulation and implementation of increments, promotions, incentives& other remuneration policies.
- Actively involved in **HR and Payroll Audits** as well as designing & Implementation of Grades & Designations.
- Designed & Implemented PMS & took **Cost Control Measures**.
- Revised & implemented New **Group Accident Insurance and Group Medical Insurance policies**.
- Implemented & maintained successfully **Variable pay and performance linked pay** for all employees.

#### **Legal / Statutory Returns/Compliances**

- Understand the business **legal requirement** as per employee, Union, demography & size off business.
- Implementing and updating compliance calendar as per changes.
- Timely Compliances of all Monthly PF & ESIC Challan, Annual Returns for PF, ESIC, Factory Return, Bonus Return, Posh Return, Maternity Act Return & Other statutory returns.
- **Liasoning with Govt. Authorities** like, Director Industrial Health & Safety Office i.e. Factory Office, Labour Office, MPCB, Provident Fund, ESIC, Gram Panchayat. Etc.
- Managed all statutory records as per government prescribe formats like Musters, Registers & forms & formats.
- Coordinating with company legal Advisor and give necessary input related to statutory Compliance updates
- Guide **employees/management about the various labour laws/labour practices**

#### **Industrial Relation / Union Management/Industrial Stockholders management**

- Maintained cordial Industrial relations in the Organization through initiating settlement proceedings.
- Lawfully designed and implemented formats and documents for contractual labours.
- Contract Labour Management – Planning, Compliance, Coordinates with contractor auditing compliance documents and agreements of contractors.
- Initiated **Disciplinary actions, Warning letters, Charge sheets, Domestic Inquires**.
- Playing active role in **Union Agreement and Settlements**.
- Handling surrounding stockholders' issues- Local body's, Police Cases, etc
- Assisting management in diffusing potential issues of the Union; negotiating charter of demands where issues like demands submitted by the Union.
- Settlement of workers Grievances.

#### **General Administration.**

- Administration and management of resources allocation of employees like PPEs & other Resources.
- Administration of Bus, Canteen, SS Plant Housekeeping as a continual improvement.
- Co-ordinating with various vendors like

#### **Audits & Visits**

- Handled **70+ Customer Audits** (Legal & Training Records).
- Handled **ISO, IMS, IATF, QMS Audits** (Legal & Training Records).
- **Certified IATF Internal Auditor** in Jayashree Tube Tech Pvt. Ltd.
- **Statutory Audits by various Govt. Authorities** (Factory Office, Labour Office, PF, MPCB)

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#### **Reports**

Manpower Budgets	Compliance Trackers	Training Records
Monthly MIS	Cost Comparisons & Evaluations	KPI Dashboard

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#### **Career Chronology**

Sr. No.	Organisation	Designation	Duration		Reporting	Employee Strength	Team Handle
			From	To			
1	Premier Energies Pvt. Ltd (Hyd.)	Assistant Manager	May-23	Till	VP-HR	1500	5
2	Knest Aluform LLP	Assistant Manager- HR	Sep22	May-23	VP-HR	800	3
3	Star Engineers India Pvt. Ltd	HR & Admin Executive	Aug-18	Sep-22	HR Head	500	3
4	Jayashree Tubes Tech Component Pvt. Ltd.	HR Executive	Feb-18	Jul-18	MD	300	-
5	BASF India Ltd.	Sr. Executive On-site	Mar-14	Feb-18.	HR	150	-
6	MSA Placement Consultancy Services	Recruiter	Sep-13	Mar-14.	MD	-	-

#### **Career Achievement**

- Successfully implement employee engagement activity like Kaizen Completion, Safety Week calibrations. In Star Engineers India Pvt. Ltd.
- Saved cost of Covid Vaccination and RTPCR test by co-ordinating and arranging PCMC Free Camps. (Cost Approx. 8Lakh Rupees) Star Engineers India Pvt. Ltd.
- Develop Gurukul for Training & Development in Jayashree Tube Tech Pvt. Ltd.
- Reducing the cost of ESIC by proper employee location mapping Teamlease Services Ltd. (Monthly Cost of Rupees 10,000)
- “Three-time” Star of the month in Teamlease Services Ltd.
- In house Recruitment for More than 300 employees Premier save cost of 50LPA.

#### **IT / Computer Skills**

- Expertise in MS Word, Excel, PowerPoint, Marathi Typing, Outlook.
- Tally- ERP (HR) & Various Attendance/Payroll Software- HR One (implementation)

#### **Education**

- 2023 Master of Business Administration with Human Resource management from DY Patil University- Appear
- 2013 Bachelor of Business Administration with Human Resource management from Pune University 54.46%.
- 2010 HSC from Maharashtra Board 46.67
- 2008 SSC from Maharashtra Board 45.38

#### **Personal Trainings & Projects**

- Three-month Practical Training on HR Practices from “HR REMEDY INDIA” From 1<sup>st</sup> July 13 to 31<sup>st</sup> August 13.
- Academic Project of Payroll: Wage and Salary Administration from 15<sup>th</sup> Jan to 31<sup>st</sup> March, 2013 Serco Global Service

#### **Extra-Curricular Activities**

- Runner up in ZP level chess competition.

#### **Personal Details:**

- Date of Birth: 21st March, 1993
  - Address: 98, Balaji Nivas, Pashan, Pune 21.
- Marital Status: Married