

Name: Devendra M Palkar

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An HR professional having 10 years of rich and varied experience in the field of Human Resource Management handling entire gamut including HR, Industrial Relations, Administration, Liaison functions with a generalist profile and key focus on innovation in HR practices. To associate as a dynamic leader and team member for HR in a leading and progressive organization to successfully acquire, groom and drive a workforce of highly talented, trained, competent professionals with a passion to accept challenges to achieve organizational goals for all HR related functions, including recruiting, employee relations, and performance management. This includes managing the employee on boarding process, managing the performance management process, conducting and analysing exit interviews, and developing talent acquisition strategies.

PROFICIENCY FORTE

- ☛ Proactively guide and support managers and employees in all HR matters.
- ☛ Provide advice and support to the management and the employees in all HR matters e.g. in recruitment, development, induction of new employees, payroll etc.
- ☛ Ensures the timely and professional implementation of workforce planning
- ☛ Work as internal consultant in the implementation of the Group wide HR activities along with overseeing proper administration of leave & attendance record of all employees.
- ☛ Managing local salary and bonus process according to the Group Compensation policy HR/Admin Policies/Procedures Development & Implementation.
- ☛ Take care of internal communication and enhance employee awareness and familiarization on HR matters
- ☛ Responsible for local employment contracts, other legal employment matters and co-operation with unions & ensure compliance with labour law and social legislation.
- ☛ Work closely with the business on job descriptions and creation of positions in workday and collaborate with the TA teams on interview coordination
- ☛ Lead team of 5-6 HR / payroll employees, act as a contact person for the authorities concerning health, safety and labour law issues.
- ☛ Manpower Planning, Recruitment, Succession Planning Management, Employee Retention, Attrition Management , People Management , Industrial Relations Management , Compensation & Benefits
- ☛ Able to coordinate effectively with all levels of management.
- ☛ Maintained strict confidentiality with sensitive information, financial documents, employee records, and personal matters.
- ☛ Assisted staff with routine HR-related questions, served as the first point of contact for employees.
- ☛ Negotiated the purchase of office supplies and furniture, office equipment, etc. within company purchasing policies and budgetary restrictions.
- ☛ Responsible for supporting line managers to manage engaged, high-performing teams, using basic technical capabilities to provide day-to-day advice, case management, line manager support for critical moments that matter and assist with project delivery in line with the business people plan, local legislation, company policy and best practice.
- ☛ Maintain/update organizational data to ensure quality and accurate records, reporting & data compliance, including working closely with the RDC on all workday related issues

WORK EXPERIENCE SNIPPET

Accountabilities:

Manager HR @ ACG Associated capsules PLC, Shirwal.

October 2020 - February 2022

Manager HR @ PYN Automotive Co. PLC, Pune

July 2017 - June 2020

Manager HR, IR & Administration @ Sany Heavy Ind. PLC, Pune

August 2014 - July 2017

Manager HR & Operations @ Siedma Technologies, Pune

September 2012 - August 2014

Achievements

- Tackled tough IR situations.
- Was awarded for 100 % successful vaccination drive at workplace to all the employees, vendors and their families.
- Implemented work from home policy to reduce unnecessary usage of PTO.
- Developed processes which were proven to best in the Industry.
- Maintaining industrial peace.
- Employees counseling & reducing absenteeism.
- Arbitrated a highly controversial harassment case, as a result, made the office premises a safer domain for all employees.
- Recruited 60 ITI temporary operators for seasonal production, training provided to all and deployment to various departments during season end, amicable separation of all temporary operators.
- Improved relations between employees and management by effectively implementing team-building activities.

EXTRA CREDENTIALS

- Obtained team of the month award in Sany India Plc.
- Worked within a team to maximize shop floor productivity, providing additional cross-functional assistance in other departments.
- Managed all departments and large groups of employees, maintaining the health and safety of all staff and customers.
- Played a key role in Employee Motivation by organizing get together
- Integrated the culture in the organization during pandemic.
- Various engagement activities during pandemic particularly for operators like computer classes, English speaking classes, Kaizen, various Sports activities etc.
- **College & University topper in MBA, PGDBM & Diploma in Labour Law**
- **Completed M.COM & LLB from Pune university in first class with distinction**

PERSONAL DOSSIER

Notice period - Available immediately

Salary Expectation - Negotiable based on the company's compensation package

Open to Relocation - Yes

Passport - Yes (U7664521) valid till 15th December 2030

Communication Address - Parmar Nagar, Opposite Vishal Mega Mart, Fatima Nagar, Wanowrie, Pune - 40

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Marital Status - Married

Gender - Male

Date of Birth - 11 October 1983

Languages - English, Hindi & Marathi