

# Omkar Kulkarni

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## Seasoned HR, IR and Compliances Professional

### Summary

Dynamic Professional and a Certified Labour Welfare, Industrial Safety & Health Officer, with 11 years' experience in various facets like Industrial & Labour Relations, Legal Compliances, Contract Labour Management, and HR Business Partnerships.

#### **From 21<sup>st</sup> March 2022 to till date working with Poonawalla Engineering Group as Deputy Manager- HR.**

End to end ownership of all statutory Compliances, Certifications Audits, Safety Management, Training, Contract Labour Management, Security management, Fixed Term Employee, ITI, BOAT & NEEM Management, involving complete management of employee lifecycle from manpower planning, hiring, training & development, employee engagement, to exit and Industrial Relations of all permanent employees. Wage settlement of unionized & contractual manpower. Working on Ascent Payroll for unionized manpower.

Initiated several Policy and Process Improvements that were standardized and replicated to all plants. Atomization of PMS system in Ascent.

#### **1 years with Indo Schottle Auto Parts Pvt. Ltd. as Associate Manager- HR.**

End to end ownership of all statutory Compliances, Contract Labour Management, Security management, Fixed Term Employee, ITI, BOAT & NEEM Management, involving complete management of employee lifecycle from manpower planning, hiring, training & development, employee engagement, to exit and Industrial Relations of all permanent employees.

**8 years with Cummins India Limited as Junior Manager-2.** End to end ownership of Contract Labour, Fixed Term Employee and ITI, BOAT & NEEM Management, involving complete management of employee lifecycle from manpower planning, hiring, training & development, employee engagement, to exit and Industrial Relations of all permanent employees.

Initiated several Policy and Process Improvements that were standardized and replicated CIL pan India. Statutory and legal compliance Expert. Certified Auditor across all Plants and Corporate Office. Point of Contact for all external Audits.

### Awards & Major Achievements (Cummins India Ltd.)

- **Recipient of 3 CMD Awards**, the biggest award at Cummins India awarded directly by Chairman & Managing Director.
- Multiple HR Recognition Awards across Strategic Partner, Operations Manager and Emergency Responder categories.

#### **Policy and Process Change Initiatives, Contract Labour Management CLM**

- Moved away from a reactive to a proactive and predictive analytic Compliance Check method.
- Initiated CLM Committee to ease the business. Initiated CLM Dashboard as a one stop pager for all compliance tracking.

#### **Led and Drove Pilot Project of Biometric Time & Attendance System for Contract Labour Workforce**

- Established a streamlined **time & attendance system**. Transformed manual attendance to mechanized Biometric T&A. With successful completion, project was replicated PAN India. Visited various Cummins entities to guide the Installations.
- **Lead NEEM Pilot Project** Kothrud Engine Plant (KEP). Managed complete lifecycle of over 325 NEEM Trainees.

#### **Efficient NEEM Management from inception till date for past 5 years**

- Ensured no Legal cases or IR issues through effective monitoring & changing the Third-Party Aggregator (TPA).
- Efficient management of NEEM trainees enabled strike prevention. Ensured legal case annulment, 2018- 2019
- **Initiated Fixed Term Contract Employee (FTC) Management** for the first time in KEP. Managed complete lifecycle of over 250 FTC on roll employees.
- **ITI/BOAT Management. Initiated Practical Setup** for holding BOAT/ITI Practical Exams at Cummins.

#### **Process Improvement Initiatives**

- Proactively led cost saving initiative at Kothrud Engine Plant for NAPS, 2019 resulting in savings of INR 1 Crore.
- Developed BOAT Engagement Model that was later replicated across the different sites of Cummins India

### **Employee Engagement and Training Program Initiatives.**

- Created & implemented standardized comprehensive training program, 'Jagriti' for all Contractors.
- Initiated & led "Caring" Program, to address issues of employees in case of personal or work place injuries.
- Recognized for smooth management of Family Day at KEP, with a footfall of 6000 participants.

### **Statutory and Legal Compliance Expert**

- Liaised with Labour Commissioner to ensure KEP as the first plant to get renewed RC.
- Certified Compliance Auditor across all Plants and Corporate Office. Point of Contact ensuring smooth external audits.
- **Won Awards for CSR Initiatives.** Organized first Blood Donation Camp at Kothrud that received 300+ Blood Donors.

## **Professional Experience**

### **Cummins India Limited, Kothrud, Pune, Junior Manager- May 2012 – Dec 2020**

#### **Key Result Areas**

#### **Contract Labour Management**

- Led the CLM for Kothrud Engine Plant (KEP) handling 1500 contract workers across 80 contractors.
- Ensure SOPs were followed with penalty for defaulters and Blacklisting a contract for repeated Non-Compliances.
- Plan, track, and rotate Contract Labour to ensure a robust Legal Fencing for the plant.
- Ensure timely renewal and validation of legal agreements of existing contractors for Cummins Plant.

#### **Industrial Relations/ Labour Relation/ Employee Relations**

- Certified Labour Welfare Officer for KEP having over 2500 employees, working across three shifts.
- Manage performance management system and address employee discipline and grievances using disciplinary matrix.
- Draft charge sheets, punishment letters. Work with Line Managers to rehabilitate employees with disciplinary actions.
- Conduct thorough investigation on alleged misconducts. Assist IR Manager and attend Domestic Inquiries.
- Handle understaffing, disputes, terminating employees. Attend Mathadi hearings before Pune Mathadi Board.

#### **ITI/ BOAT Management**

Working closely with Plant Leadership on strategic Manpower Planning for the Flexi (Temporary) Workforce at Kothrud.

- Develop a strong recruitment pipeline of candidates by closely liaising with Government authorities
- Part of Recruitment drives across Maharashtra. Represented Cummins Pune at all career fairs.
- Ownership of Online Registration of apprentices and Skill Development plans, ensuring 100% RI Classes.

#### **Statutory Audit and Compliance**

##### **Certified compliance Auditor, POC for External audit & Government related officers visits**

- Conduct Contract Labour & NEEM management quarterly Audits across 13 plants & corporate office.
- Ensure smooth Annual PF Audits, three ESIC audits and PMC Audits.
- Ensure successful Employment Exchange Audit as well as ITI and BOAT Compliances Audits.
- Point of Contact for all Visits of Labour Officers, Govt. officials and Pune Police.

#### **Introduced several measures to ensure zero tolerance for non-compliances.**

#### **Contract Labour Management**

- Ensure Legal Compliances & registration as per statutory requirement across 80 contractors. Maintain registers & records.
- Ensure contractors deposit ESI, EPF, MLWF challan on time & submit copies of the same to HR Department.
- Maintain Form VIII and comply annual return in form XXI with the registering authority.

#### **Legal Compliances**

- Prepare and Submit "Annual Return (Form 27) Under Factories Act-1948".
- Submit Form 11 Annual Return of Maternity Benefit Act
- Submit Form D, (Under Payment of Bonus Act)
- Submit "ER I form".
- Apply for Principal Employer Registration (RC) and timely amendments under Contract Labour act 1970.

## **Plant HR and Human Resource Business Partner**

### **Employee Engagement**

- Core Member in Festival Engagement Event Planning and Execution during Diwali, Ganesh Festival, Eid and Christmas.
- Part of employee engagement team and assisting in Rewards & Recognitions of the plant.

### **Training & Development**

- Conduct 4 days onboard training for New Join ITI apprentices, BOAT & NEEM trainees and FTC employees.
- Identify training needs for Contract Manpower / ITI / BOAT/ NEEM trainees & FTC employees through job analysis, and feedback from managers & supervisors.
- Deliver Prevention of Sexual Harassment POSH training.
- Certified trainer for two-wheeler driving safety, workplace discipline.

### **Corporate Social Responsibility**

- Core Member of CSR team at KEP. Led projects on Environment, Blood Donation and Emergency Flood Relief
- Drove Water Neutrality Project, Khadakwasla, Waste segregation Project at various ghats of Pune.
- Led Flood Relief Programs at Sangli & Kolhapur and several parts of Pune.

## **Eureka Forbes, Koregaon Park, Camp, Pune. HR Executive. May 2010 - May 2012**

- Ownership of Recruitment procedure & legal compliances. Liasoned with Govt. & Labour Depts. ESI, PF & Labour Court.
- Managed HR MIS on SAP platform. SPOC for employee related communication & grievance. Trained sales executives.

### **Education & Certifications**

- Certified Labour Welfare Officer, Industrial Safety and Health Maharashtra State, Mumbai, 2018
- Master in Personal Management , Prin. N. G. Naralkar Institute of Career Development & Research, 2009
- B.Com from S P College in 2006
- MSCIT
- Tally 7.2

### **Personal Details**

- Date of Birth : 17<sup>th</sup> July 1986
- Interests : Trekking, Travelling