



Pushkar C. Kulkarni

EMPLOYMENT / LABOUR LAW PROFESSIONAL

Result-oriented individual targeting assignments in Labour laws, Ethics Management and Employment related issues.

Target Location: Pune



Flat No. 1001, C- Wing, Sudatta Sankul,
Near Gauri Shankar Society, Hingane Sinhadag
Road, Pune-411051, Maharashtra



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Core Competencies

Labour Law Compliance Management

Handling Employee Disciplinary Issues

Grievance handling

Recruitment Management

Litigation Management

Legal Advisory

Contract Management

Industrial Relation and Union Mgt.

Liaison and Coordination

Team Building & Leadership

Property Management

Training and Policy Designing

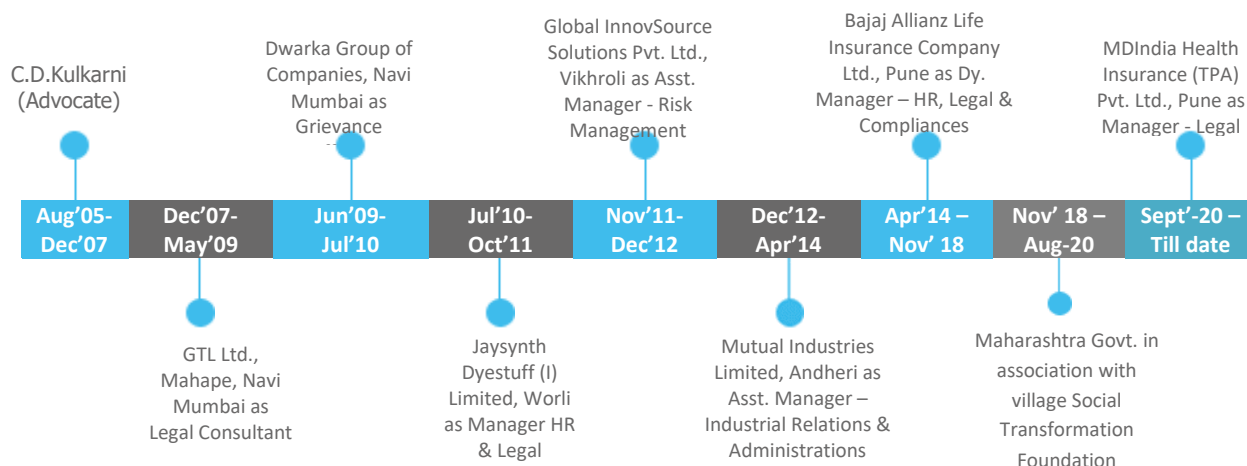


Profile Summary

- A competent Employment / labour law professional (**M.B.A (HR), LL.B., M.P.M and Diploma in Labour Laws & Labour Welfare**), offering **14.5 years** of extensive and diverse experience; currently associated with MDIndia Health Insurance TPA Pvt. Ltd.,
- Skills in drafting, vetting, redlining the documents including but not limited to Letters, notices, replies, agreements, policy documents, etc.
- Excellence in handling **HR Operations, Grievance Handling, employment matters, conciliation cases, investigation and various disciplinary issues** and **providing Advisory and Legal Assistance** to management on various issues related to **labour laws, operational level including IR related issues, Support end to end HR activities**
- **Support current and future business needs through the development engagement motivation and preservation of Human Capital**
- **Skills in managing and coordinating compliance related issues**
- A decisive leader with excellent ability to interact, negotiate and implement the policies to protect the interest of the Organization and thereby enhancing organizational efficiency.
- Closely working with the various departments to collaborate, partner guide and help them to draft, set and implement the organizational processes and procedures as per the Organizational requirements.
- Awarded as **Best Support Team member (Domestic)** for rendering **Outstanding Support Services to Business requirements.**



Career Timeline (Recent 8)



Soft Skills



Communicator



Collaborator



Thinker



Innovator



Intuitive

Work Experience

Sept' 2020 – Till Date

Education

- **MBA** in Human Resource from IIBM in 2010
- **Master in Personnel Management (MPM)** from Pune University in 2010
- **L.L.B.** from Pune University in 2007
- **Diploma in Labour Laws & Labour Welfare** from Pune University in 2005
- **B. Com.** from Pune University in 2003

Currently Associated with MDIndia Health Insurance TPA Pvt. Ltd., as Manager - Legal

Key Result Area

- Vetting and drafting agreements related to the Employment and HR matters, drafting and vetting branch Lease Deeds and Lease Termination Notice, etc.
- Managing employment related litigation matters, attending various courts, assisting and following up with the Solicitors and Counsels for PAN India branch locations. Coordinating with the Advocates for Plaints, Complaints, Written Statements and reply to the notices received by the Company and issuing the Legal Notices.
- Preparing appropriate annexures and presentations on the labour compliance status on a quarterly basis for the Higher Management and presenting before the Board of Directors.
- Record Management – Maintenance of the Compliance, labour law litigation/conciliation Dash Board and updating the same from time to time.
- Support current and future business needs through the development engagement motivation and preservation of Human Capital
- Providing Legal Assistance to Organization on all the operational level issues
- Managing employment related litigation matters, attending various courts, assisting and following up with the Solicitors and Counsels for PAN India branch locations. Coordinating with the Advocates for Plaints, Complaints, Written Statements and reply to the notices received by the Company and issuing the Legal Notices.
- Preparing appropriate annexures and presentations on the labour compliance status on a quarterly basis for the Higher Management
- Vetting and drafting agreements related to the property matters, drafting and vetting Lease Deeds and Lease Termination Notice
- Vetting Stamp Duty Calculations, verifying the Undertaking Letters and Title Verification Reports, managing the Property Related Litigations and Non – Litigations

Since Nov' 18 – Aug' 2020

Village Social Transformation Foundation (Government Organization chaired by Hon. Chief Minister - Maharashtra) in association with **State Government of Maharashtra - Department of Rural Development, Women and Child Welfare as Manager HR.**

Key Result Area

- ➊ Acting as one point contact for all employment matters on variety of concerns including but not limited to compliance related issues, disciplinary issues, solicitations, etc.
- ➋ Investigating, Drafting & Issuing various disciplinary issues such as Show Cause Notices, Warning Letters and Termination Letters, etc.
- ➌ Play lead role in designing and implementation of HR Policies and facilitate various employment related documentation templates.
- ➍ Contract Management - Drafting, vetting, and red lining Agreements/contracts, addendums, letters, renewals, etc. related to employment, manpower service providing vendor engagements, etc.
- ➎ Due Diligence– Ensuring due diligence of the executed documents (for and on behalf of the Organization), organizational policies & practices and advise to amend/modify the documents/processes to remove the deficiencies.
- ➏ Risk Management- conduct periodic review to ensure all HR Strategies and policies are in compliance with applicable local, state and central employment statutes and initiative required changes to align the same with the overall organizational strategy.
- ➐ Interest Group and Stakeholder Management – One-point contact for HR policies, site compliances, overall HR strategies, tactics and procedures across the Organization.
- ➑ Record Management – Maintenance of the Compliance, labour law litigation/conciliation Dash Board and updating the same from time to time.
- ➒ Support current and future business needs through the development engagement motivation and preservation of Human Capital
- ➓ Providing Legal Assistance to Organization on all the operational level issues
- ➔ Accolades:
Designed and effectively implemented various rural employment related policies Introduced by the State Govt. in the 1000 villages especially, policies pertaining to Village Transformation and Capacity Building along with Timely Training to the associates and Rural Development Fellows.
- ➕ Received appreciation for effectively handling the day to day office work and managing the co-ordination and Liaisoning with the various Government machineries including District Collectors and Zilla Parishad CEO during the CORONA pandemic situation from office location.

Apr'14- Nov' - 18

Bajaj Allianz Life Insurance Company Ltd., Pune as Dy. Manager – HR, Legal & Compliances

Key Result Areas:

- ➊ Investigating, Drafting & Issuing various disciplinary letters, drafts, documents such as Show Cause Notices, Warning Letters and Termination Letters.
- ➋ Managing cases referred to Whistle Blower Committee or Sexual Harassment Committee and preparing report for the Higher Management pertaining to the cases.
- ➌ Investigation of the cases reported under whistle blower complaint including fraud matters. Also coordinated in fraud cases with appropriate police authority.
- ➍ Vetting and drafting agreements related to the Employment and HR matters, drafting and vetting branch Lease Deeds and Lease Termination Notice, etc.
- ➎ Managing employment related litigation matters, attending various courts, assisting and following up with the Solicitors and Counsels for PAN India branch locations. Coordinating with the Advocates for Plaints, Complaints, Written Statements and reply to the notices received by the Company and issuing the Legal Notices.
- ➏ Preparing appropriate annexures and presentations on the labour compliance status on a quarterly basis for the Higher Management and presenting before the Board of Directors.
- ➐ Key partner of Human Resources team and guide them on HR policies and help them set processes in place wherever required; and assist with day to day employment related legal issues and concerns.
- ➑ Facilitating the Monthly &/or Quarterly Action Taken Report and current status of the issues reported as Whistle Blower or Sexual Harassment to the respective committee members.
- ➒ Administering routine branch compliances including IRDAI Compliances pertaining to S. 64VC of Insurance Act
- ➓ Managing litigation matters, attending various courts, assisting and following up with the Solicitors and Counsels
- ➔ Maintaining the Database and Tracker for Disciplinary Letters, Compliance Dash Board and Property Related issue
- ➕ Vetting Stamp Duty Calculations, verifying the Undertaking Letters and Title Verification Reports, managing the Property Related Litigations and Non – Litigations
- ➖ Managing compliances under Section 64VC of Insurance Act read along with (IRDAI Regulations 2015 pertaining to the places of business) including reporting and advertisement Control

Mutual Industries Limited, Andheri as Asst. Manager – Industrial Relations & Administrations

Key Result Area

- ➊ Acting as one point contact for all employment matters on variety of concerns including but not limited to compliance related issues, disciplinary issues, solicitations, etc.
- ➋ Managed Statutory Compliances, Industrial Relation; conducted Disciplinary Procedure and Welfare activities, Liaising work

Dec'12-Apr'14

Nov'11-Dec'12

- Drafted service agreement, cost control, drafted hire purchase agreements, leave and license agreements, power of attorney, lease deeds, sale deeds and title search of property
- Issued legal notices and replies to the notice received, managed litigation matters, attended various courts, assisted and followed up with the Solicitors and Counsels

Global InnovSource Solutions Pvt. Ltd., Vikhroli as Asst. Manager - Risk Management

Key Result Area

- Reported to Vice President and managed Statutory Compliances and Liaising work
- Drafted Service Agreement and Compensation Policies

Jul'10-Oct'11

Jaysynth Dyestuff (I) Limited, Worli as Manager HR & Legal

Key Result Area

- Acting as one point contact for all employment matters on variety of concerns including but not limited to compliance related issues, disciplinary issues, solicitations, etc.
- Managed statutory compliances of all plants as well sister concern and group companies in India as well as overseas, Industrial Relation and Welfare activities, liaising work.
- Managed compensation, drafted Service Agreement, Budgetary Functions, Cost Control and Compensation Policies

Jun'09-Jul'10

Dwarka Group of Companies, Navi Mumbai as Grievance Officer

Key Result Area

- Handled & Perform Recruitment and Onboarding Process
- Grievance Management & Management of Employee Relations
- Managing of Statutory Compliances
- Successfully negotiated with MNS leaders on employees issues while came with huge mob of employees and settled the matter Amicably
- Managed the employees' mob without any damage to the office

Dec'07-May'09

GTL Ltd., Mahape, Navi Mumbai as Legal Consultant

Key Result Area

- Vetted various commercial contracts Non-Disclosure agreements, Annual maintenance agreements, Hardware and software sale and purchase agreements
- Drafted hire purchase agreements, leave and license agreements, power of attorney, lease deeds, sale deeds and title search of property

Aug'05-Dec'07

May'04-Aug'05

Projects Performed

May'09-Jun'09

Other Courses

Extracurricular Activities

Personal Details

Declaration

- Issued indemnity bonds, bank guarantees performance bank guarantee in day-to-day business.
- Issued legal notices and replies to the notice received; managed litigation matters, attended various courts, assisted and followed up with the Solicitors and Counsels

C.D. Kulkarni (Advocate)

- Assisted various court matters, and represented Mr. C.D Kulkarni before MACT, CJSD, CJJD & DJ Courts for mentioning and other related work

Mr. Milind Kulkarni & Co. (A Chartered Accountant Company) as "Audit Assistant and Sales Tax Assistant"

- Managed and audited Purchase Register, Cash Register, Sales Register and Petty cash Register
- Appeared before Sales Tax Commissioner for various clients' scrutiny of VAT returns

Siemens India Ltd. as Summer Trainee

- Location: Nashik
- **Achievement in Project:** Offered to perform labour contractor's audit as per the provisions mentioned under contract labour (Regulation and Abolition) Act, 1970, and was allowed to comply all the statutory requirement under the said act by coordinating with the labour contractor agencies.

- Diploma in Computer Accounting [Tally-5.4]
- [Tally- Account Formation, Voucher Entry, Bill Wise Details]
- Diploma in Computer Repairing and Assembly
- Diploma in Office Automation
- Passed in B Grade Typing Exam of English 40 W.P.M

- Represented the College as a Member of Placement Committee & worked as Placement Coordinator
- Team Member of BYK College of commerce at the District Level Cricket Tournament
- Prepared a Project Report and Survey on Noise Pollution

Date of Birth: 31st May 1982

Languages Known: Marathi, English and Hindi

I hereby declare that, the information given above is true and correct to the best of my knowledge and belief.