

# Madan Hagir

Dynamic HR professional specially experienced in Core HR and administration



## Personal details

 Madan Hagir


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 Swapnapurti Residency",  
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SNBP International School,  
Chikhali-Moshi  
411062 Chikhali

 January 11, 1985

 Male

 linkedin.com/in/madan-shrikant-

## Skills

Interpersonal skills

Leadership

Critical Thinking & Problem Solving

Teamwork

Managerial Skills

Communication skill (Verbal & Written)

Employee relations, Grievance's handling & Conflict resolutions

## Profile

Seasoned Human Resources professional with over a decade of experience in HR and Administration, specializing in strategic Talent Acquisition, comprehensive Employee Onboarding, and meticulous HR Policy Formulation. Adept at driving Competency Development, managing HRMS and Payroll Processing, and spearheading impactful Learning and Development initiatives. Proven track record in implementing Performance Management Systems, fostering Employee Engagement, and handling complex Employee Relations with tact and professionalism. Skilled in Vendor Management and committed to enhancing organizational effectiveness through strategic HR interventions. Known for fostering a positive work environment, enhancing employee satisfaction, and contributing to overall organizational success.

## Education

Diploma in Labour Law & Labour Welfare (D.L.L & L.W)  
New Law College, Bharti Vidyapeeth, Pune

Sep 2020 - Jun 2021

M.B.A - Human Resource Management & Marketing Management  
Shivaji University, Kolhapur

May 2010 - Sep 2012

M.Com - Adv. Banking & Finance  
Pune University, Pune

Jun 2008 - Jun 2010

GDC&A  
Govt. of Maharashtra

Apr 2007 - Jun 2008

B.Com- Industrial Management  
Shivaji University, Kolhapur

May 2005 - Jun 2006

## Employment

Career Break: Aug, 2024 - Nov, 2024

Took a brief career break to attend to a family medical emergency. Ready to rejoin the workforce with renewed focus and commitment.

Assistant Manager-HR & Admin  
Taknek Automaton System Pvt, Ltd, Pune

Apr 2024 – July, 2024

- Overseeing the entire recruitment process, including job postings, candidate screening, interviewing, and onboarding new hires.
- Developing, implementing, and maintaining HR policies and procedures to align with company goals and ensure compliance with legal requirements.
- Managing employee relations, including conflict resolution, disciplinary actions, and performance management. Coordinating training and development programs to enhance employee skills and knowledge.
- Performance management-Conducting quarterly and yearly performance evaluations, meeting and coordination with line managers and top management to implement PMS, reward and recognition, Employee engagement activates,
- Coordination with finance team for administering payroll and benefits to ensure accurate and timely compensation, checking and ensuring timely compliance of EPF, ESIC, MLWF and PT

# Languages

|         |       |
|---------|-------|
| English | ●●●●● |
| Hindi   | ●●●●● |
| Marathi | ●●●●● |

# Courses

- Certification of "HR Payroll practical training" from HR Remedy, Pune
- NLP, Hypnosis & Life Coaching from IBHNLP, Mumbai
- Certified Expert in Human Resource Management" from SITMI
- Certification of Multiple Intelligence & Competency Mapping from SIILC, Pune
- CCIT, MSCIT, Dip in Office Automation from Surbhi Computers, Wai
- Tally & Advance Banking Diploma from Surbhi Computers, Wai

# Achievements

- Won Best Employee of the Year- 2023 at Vervetronics Imagineering Pvt. Ltd. Pune- Remarkable work in HR & Admin team
- Won Best Employee and Achievement Award- 2017 at Wai Disha Academy Pvt. Ltd, Wai, Satara

# Extra-curricular activities

- Sr. HR Executive**  
Vervetronics Imagineering Pvt. Ltd, Pune, Pune, Pune
  - Arranged various program i.e. Annual Felicitation program, Women's Day Celebration, Employee Recognition program, National Yuth Day, Tree

- Coordinating with HR Manager, maintaining visa and travel policies, ensuring compliance and proper documentation.
- Managing the HRMS system, ensuring accurate data management and reporting with support team.
- Overseeing administrative functions, ensuring the effective maintenance of office infrastructure and other general administration activities.

**Sr. HR Executive**

Jul 2022 - Mar 2024

Vervetronics Imagineering Pvt. Ltd., Pune

## Job duties & work responsibilities:

- End to end recruitment for Technical and non-technical positions, Joining formalities of new joined employees, Induction and orientation and Onboarding process.
- Various HR and Admin Policy formulation and execution, Implementations of all among teams, ensuing timely updates.
- Documentation- Preparing and issuing Appointment Letters, Non- Disclosure Letter, Service agreement letter, Probation Completion letter, Appreciation letter, Relieving and Experience letters, Warning letters etc.
- Attendance and Leave management of all employees, preparing monthly salary statement along with various deductions, CTC Breakup calculations, Health and Medical Insurance benefits and deductions etc.
- Preparing Salary slips, UAN activation, E-KYC, E-nomination. Preparing monthly PF ECR files and coordination with finance team related ensuring timely compliance of EPF, ESIC, PT, MLWF, ER-1 etc., Creation of new UAN, Updates in UAN, E-KYC, E-Nomination, Making ESIC IP and Medical Card for new joined employees, preparing PTER and PTEC summary for monthly and yearly PT Returns and giving all inputs to finance team for further compliance and payments.
- Social Media Initiatives: Driving various branding initiatives with marketing team such as new joined announcements, employee events and award posting and sharing new ideas to support the awareness.
- Employee Engagement: Plan and execute employee engagement initiatives, including events, surveys, and recognition programs.
- Performance Management, Rewards and Recognition Programs: Conducting quarterly and yearly employee performance evaluation via line managers, conducting review meetings, implementing R&R programs.
- Administrative activities- Pantry house management, Vendor management, contractor and supplier management and coordination, housekeeping administration and general administration.
- Employee Queries: Address and sort out employee concerns and grievances related to HR operations. Monitoring and responding to all levels of employee queries through various HR helpdesk tools.
- HR Systems Update: Updating various HR systems with various employee info and drive various automation initiatives along with higher management.

## Plantation Camp

- Arranged and coordinated various Trips, trekking for employees. Small training and learning sessions at office campus such as Yoga,
- Email Etiquette, Soft skills, MS Office-Computer fundamentals training, Spoken English communication and etc.

## HR Head

Wai Disha Academy Pvt. Ltd, Satara, Satara

- Successfully conducted Health Check Camp for Society, Internal Staff
- Conducted Blood Donation Camp, collected huge contribution for Flood affected people, Orphanages etc.
- Various employee rewards and recognition programs celebrations.
- Annual event of organization
- Visit to orphanages and distributed stationary, food and other essential materials in occasion of directors' birthday

## MBA Project

- Effectiveness of Training & Development to increase productivity among employees

## Hobbies

- Trips
- Trekking
- Watching movies
- Listening music
- Art & Craft
- Exploring new things, R&D

## Manager-HR & Admin / HRBP

Wai Disha Academy Pvt. Ltd

Apr 2014 – May 2022

### Job duties & work responsibilities:

#### Recruitment & Talent Acquisition:

- Manage end-to-end recruitment processes for various positions, from junior levels to managerial roles. Source potential candidates through various channels and platforms. Develop job descriptions and profiles, and craft recruiting emails to attract passive candidates. Screening incoming resumes and application forms. Conduct candidate interviews via phone, video, and in-person.
- Collaborate with directors to identify future hiring needs. Ensure successful onboarding of new employees. Maintain a comprehensive candidate and employee database for all branches, including Management Information Systems (MIS).

#### Core Human Resources (HR):

- Oversee pre-joining and post-joining documentation; draft and issue various letters (Appointment, Offer, Experience, Termination, Contract, Agreement, etc.).
- Prepare HRMIS reports and maintain all employee records, including personal files and leave records. Manage full and final (FNF) settlements and ensure the completion of no dues processes.
- Plan and execute the annual training calendar; coordinate with trainers and meet training requirements. Implement and coordinate the Performance Management System in collaboration with all Heads of Departments (HODs).
- Formulate and implement HR policies. Provide various letters to employees, such as address proofs, salary certificates, and service certificates.

#### Attendance, Salary calculations and Payroll Processing:

- Manage attendance and leave records for all employees; prepare monthly salary statements with various deductions. Calculate CTC breakups, health and medical insurance benefits, and deductions.
- Prepare salary slips, activate UANs, process E-KYC, manage nominations, and handle F&F settlements. Maintain leave records for all wage associates, payroll staff, and contract staff, including yearly leave calculations.
- Coordinate with the finance team to ensure timely statutory compliance (EPF, ESIC, PT, MLWF, ER-1, etc.). Address and resolve payroll-related employee grievances.
- Prepare and share full and final input data for wage associates with the team. Maintain documentation and databases for EPF; add or remove employees, update personal files, activate UANs, and manage KYC and nomination processes.

#### Business Partnering & Operational Support:

- Conduct regular meetings with business leaders, preparing agendas, and documenting key takeaways and action items (Minutes of Meeting - MOM).
- Partner with subsidiary firms and new setups, ensuring alignment with HR related and operational requirements.
- Drive cross-functional collaboration and provide support for departments to ensure smooth business operations.
- Facilitate training sessions for sales and marketing and other personnel, leveraging power point presentations to effectively communicate key information.

**Management Information Systems (MIS) Preparation:**

- Prepare MIS and various reports as required. Provide monthly headcount data to the finance team.
- Maintain absenteeism reports for all wage associates using a biometric attendance system & track daily attendance for salaried and wage associates.

**Employee engagement and well-being:**

- Administer employee group health and medical insurance, organizing regular health check-up camps,
- Provide counselling and support to employees, addressing concerns related to work-life-balance, performance and career growth.

**Administrative Operations:**

- Manage vendor and contractor relationships. Administer employee group health and medical insurance. Arrange health check-up camps for employees.
- Coordinate and support all departments to ensure smooth operations. Provide counseling to employees as needed.

**Assistant Manager-HR & Admin**

**Sep 2012 - Apr 2014**

**Metric Consultancy Pvt. Ltd, Pune**

**Job duties & work responsibilities:**

- Recruitment and Joining formalities, MIS, Salary and Payroll Process and Administration.
- Event Management and coordination Employee
- Performance Appraisal & Employee Training and Development plan and activities.
- General Administration including vendor management, cab and transport management along with miscellaneous general administration, Event Management on site,