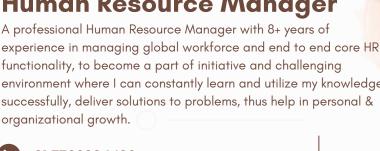
# ONKAR KHATAVKAR

### **Human Resource Manager**

experience in managing global workforce and end to end core HR functionality, to become a part of initiative and challenging environment where I can constantly learn and utilize my knowledge successfully, deliver solutions to problems, thus help in personal & organizational growth.





+91 7709884680



🟠 Kalpana Empress, Wanowri, Pune



🗹 onkarkhatavkar92@gmail.com

#### **EDUCATION**

**MBA - HUMAN RESOURCES: 2017** 

MUMBAI UNIVERSITY

**B.Sc - HOSPITALITY STUDIES: 2015** 

MUMBAI UNIVERSITY

**HSC: 2011** 

KOLHAPUR UNIVERSITY.

#### **CERTIFICATIONS**

- ISO 22000:2005 Food Safety Management System Member
- ISO 22000:2018 Food Safety Management System Member
- Internal Auditor of ISO 22000:2005 & ISO 22000:2018
- FSSAI FoSTaC-Food Safety Supervisor Certificate of Competence completed training in Catering (Level 2)

#### **INTERESTS**









#### **WORK EXPERIENCE**

A u g u s t, 2 0 2 2 - P r e s e n t **HUMAN RESOURCE MANAGER** 

Livio Building Systems Inc, Bay Area, CA, USA.

January, 2020 - March, 2022 **SENIOR OFFICER - HUMAN RESOURCES** 

Casino Air Caterers & Flight Services, Pune International Airport, Lohegaon, Pune

June, 2016 - December, 2019 SENIOR EXECUTIVE - HUMAN RESOURCES

Magarpatta Clubs & Resorts Pvt. Ltd. Magarpatta City, Hadapsar, Pune.

#### **ACHIEVEMENTS**

- Customer Obsession Award July,2023
- Just Do It Award January, 2023
- Best Team Player Award November, 2022
- Rewarded for formulating Onboarding Process, employee engagement programs in LIVIO.
- Awarded Best HR in CFS, Pune Unit.
- Received Management Appreciation for innovative, frugal & prompt management of staff during COVID-19

#### **KEY ROLES AND RESPONSIBILITIES**

#### End to End Hiring Process-India/US

Spearheaded recruitment efforts, successfully filling key positions across various departments by developing effective job descriptions, sourcing strategies, and interview processes.

#### **Performance Management**

Implemented performance management systems, conducting regular evaluations, providing feedback, and supporting employee development initiatives.

#### **Strategic Planning and Activities**

Contributed to strategic planning activities, aligning HR initiatives with organizational goals and objectives to support long-term growth and success.

#### **Employee/Management Grievances**

Provided expert advice and guidance to managers and employees on HR-related matters, including performance management, employee relations, and policy interpretation.

#### **Training and Development**

Developed and delivered training programs for managers and employees on topics such as harassment prevention, diversity and inclusion, and performance management best practices.

#### **HR Metrics and Analytics**

Use HR analytics to track key metrics such as turnover rates, employee satisfaction, and recruitment effectiveness and provide regular reports to senior management on HR metrics and trends.

#### Admin and Payroll -India/US

Managed HR administration tasks, including maintaining employee records, processing payroll, and ensuring data accuracy and confidentiality.

#### **Company HR Policies**

Developed and implemented HR policies and procedures to enhance organizational effectiveness and ensure compliance with relevant laws and regulations.

#### Legal Requirement/ HR Audits

Conducted regular audits of HR processes and documentation to ensure compliance with legal requirements and internal policies.

#### **Employee Engagement Activities**

Participated in the development and implementation of diversity, equity, and inclusion (DEI) initiatives to promote a diverse and inclusive workplace culture.

#### **Compensation and Benefits**

Develop and manage competitive salary structures and pay scales. Oversee employee benefits programs, including health insurance, retirement plans, and other perks.

## BRIEF OVERVIEW OF MANAGED ROLES AND RESPONSIBILITIES

- Spearheaded recruitment efforts, successfully filling key positions across various departments by developing
  effective job descriptions, sourcing strategies, and interview processes.
- Led employee onboarding initiatives, ensuring seamless transitions for new hires and facilitating comprehensive orientation programs.
- Proactively managed employee relations, addressing grievances and conflicts with a focus on fostering a
  positive work environment and resolving issues promptly.
- Implemented **performance management** systems, conducting regular evaluations, providing feedback, and supporting **employee development** initiatives.
- Administered **compensation and benefits** programs, ensuring compliance with **legal requirements** and industry standards while effectively managing costs.
- Developed and implemented HR policies and procedures to enhance organizational effectiveness and ensure compliance with relevant laws and regulations.
- Championed employee engagement and retention efforts, organizing recognition programs and fostering a
  culture of open communication and collaboration.
- Managed HR administration tasks, including maintaining employee records, processing payroll, and ensuring
  data accuracy and confidentiality.
- Contributed to strategic planning activities, aligning HR initiatives with organizational goals and objectives to support long-term growth and success.
- Conducted regular reviews of HR processes and procedures, identifying areas for improvement and implementing changes to enhance efficiency and effectiveness.
- Provided leadership and guidance to HR team members, fostering a collaborative and supportive work environment.
- Stayed abreast of industry trends and best practices in HR management, incorporating relevant innovations into
  organizational practices.
- Collaborated with **cross-functional** teams to support organizational initiatives and ensure **HR alignment with** broader company objectives.
- Represented the HR department in meetings with senior management and external stakeholders, advocating for HR priorities and initiatives.
- Participated in the development and implementation of diversity, equity, and inclusion (DEI) initiatives to promote
  a diverse and inclusive workplace culture.
- Conducted regular **audits of HR processes** and documentation to ensure compliance with **legal requirements** and internal policies.
- Provided expert advice and guidance to managers and employees on HR-related matters, including performance management, employee relations, and policy interpretation.
- Acted as a liaison between employees and management, facilitating effective communication and conflict resolution processes.
- Collaborated with legal counsel and other stakeholders to address HR-related legal issues and mitigate legal risks to the organization.
- Developed and delivered **training programs** for managers and employees on topics such as **harassment prevention**, **diversity and inclusion**, and **performance management** best practices.



I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place -

Date-