

## Anup Pradhan

B. Tech- Agriculture Engineering II M.B.A- H.R II Cambridge English: Business Certificates  
(BEC) II Data Analysis II Excel and Power BI Certification

Pune, Maharashtra, 411028,

Contact Number: +91-9766921546, Email: anuppradhan77@gmail.com,

Linkedin: <https://www.linkedin.com/in/anup-pradhan-586415181/>

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### Profile Summary:

Accomplished HR and Operations Leader with 9.5 years of experience, bridging human resources and operational management to drive organisational growth and efficiency. Proficient in developing HR policies, optimising operational workflows, and ensuring statutory compliance while aligning strategies with business objectives. Successfully implemented HRIS systems, streamlined payroll processes, and reduced operational costs through process automation. Demonstrated ability to manage talent acquisition, workforce planning, and employee engagement while leading cross-functional teams to achieve operational excellence. Adept at using HR analytics and performance metrics to drive data-backed decisions, foster collaboration, and enhance productivity. Known for delivering measurable outcomes, including improved retention rates, reduced recruitment turnaround time, and optimized resource utilization, contributing to both people and process transformation.

### Proven Experience in :

Results-driven HR and Operations Leader with 9.5 years of experience in spearheading strategic HR initiatives and overseeing organizational operations to ensure business excellence.

**HR Management Expertise:** Skilled in recruitment, compensation and benefits, HR policy formulation, HRIS implementation, statutory compliance, and performance management systems.

**Operational Leadership:** Proficient in business planning, budget development, and process optimization to align HR operations with organizational goals.

Strategic HR Implementation: Adept at developing and executing HR strategies for talent acquisition, employee retention, training, and leadership development.

**Legal and Regulatory Compliance (PF, ESIC, Insurance, POSH, PT and TAX etc...) :**

Ensures adherence to HR and Operational legal requirements through robust statutory audits and compliance frameworks.

**HR Analytics & Metrics:** Experienced in designing and leveraging HR metrics, dashboards, and evaluation systems for data-driven decision-making and process improvement.

**Performance Development:** Skilled in creating performance evaluation systems(KRA and KPI Design also OKR based PMS), workforce planning, and employee development programs to enhance organizational productivity.

**Cross-functional operations:** Bridges HR with operations to drive organizational efficiency, optimize resource allocation, and support continuous improvement initiatives.

Proven ability to enhance HR functions, streamline operations, and foster a compliant, high-performing, and employee-focused culture that drives measurable business outcomes.

**Recruitment and Manpower Planning :** Recruitment Planning, Recruitment Budget, Develop best recruitment process and selection parameters

Successfully implemented all best practices for recruitment, Selection and Onboarding.

**Training and Development:** Training Need Analysis, Design content for Training, Conducted Training program, Training Evaluation and feedback system

**HRIS and HR MIS:** Manage and optimize HRIS and HR MIS systems to streamline HR processes, ensure data accuracy, and automate workflows. Generate actionable insights through advanced reporting tools to support strategic decision-making and enhance HR service delivery.

*Declaration:*

*All information given above is correct, true, and valid. I will submit the necessary documents as and when required.*



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### Work Experience:

#### Senior Strategic HR and Operations Manager at KSolare Energy Private Limited – Pune, India | Oct 2024 – Present

- **HR Leadership:** Developed and implemented HR policies aligned with business goals, ensuring compliance and organizational growth.
- **Operations Management:** Oversaw manufacturing operations, optimizing processes, resource allocation, and cost efficiency.
- **HR Technology & Analytics:** Implemented HRIS and analytics tools to streamline workflows and drive data-backed decisions.
- **Talent Management:** Led recruitment, succession planning, and employee retention initiatives to build a skilled workforce.
- **Training & Development:** Designed targeted training programs to upskill employees and enhance productivity.
- **Change Management & Compliance:** Drove organizational restructuring while ensuring labor law compliance and operational excellence.
- **Employee Engagement:** Fostered a positive work environment through wellness programs and effective grievance handling.

#### Senior Human Resource Operation Manager | NOV 2022 to Sep 2024

##### Ravindra Bharti Financial Services Private Limited – Pune, India

- Led the HR and Operations department, aligning human resources strategy with organizational goals in a financial services environment.
- Spearheaded HR statutory compliance, ensuring adherence to labor laws and regulatory requirements.
- Developed and implemented Productivity Metrics and Evaluation Systems to measure employee performance and drive organizational efficiency.
- Played a strategic role in HR decision-making to support business objectives, driving alignment across departments and levels.
- Acted as a catalyst for achieving business goals through Strategic HR Operations, fostering a culture of performance and accountability.
- Delivered product training programs, including PMS, Insurance, Mutual Funds, DMAT Accounts, and preparation for IC33 (Life Insurance License) and IC34 (General Insurance License) exams.
- Conducted salary benchmarking and reviews to maintain competitive and equitable compensation structures.
- Implemented innovative employee engagement programs, increasing staff retention rates by 30% and boosting employee morale.
- Facilitated change management processes during organizational restructuring, supporting cultural shifts and enhancing workforce adaptability.
- Advised on organizational design and workforce planning, optimizing team structures for improved business efficiency.
- Managed HR project budgets effectively, ensuring all initiatives were delivered within allocated financial resources.
- POSH Training and its Documentation
- Implemented Performance Management system( KRA and KPI Evaluation )
- Manpower Planning and recruitment strategy

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### **HR and Operations Manager | Oct 2020 to Nov 2022**

#### **Tradewings Solutions – Pune, India**

- Designed and implemented comprehensive HR policies and KPI evaluation processes, ensuring alignment with MCX and SEBI compliance requirements and operational efficiency.
- Aligned HR strategy with business objectives, focusing on optimizing workforce performance and operational outcomes in a highly regulated broking environment.
- Led the development and implementation of HRIS systems, streamlining HR operations and improving data accuracy for strategic decision-making.
- Managed end-to-end talent acquisition and onboarding processes, ensuring the recruitment of qualified professionals compliant with SEBI regulations.
- Oversaw employee exit processes, ensuring compliance with regulatory standards while maintaining a smooth transition.
- Managed a team responsible for HR compliance, including ESIC, PF, insurance, grievance handling, and tax calculations, ensuring full adherence to applicable laws and regulations.
- Supervised payroll processing and execution, ensuring accurate and timely payroll for employees in compliance with industry standards.
- Delivered training on investment products such as Insurance, Mutual Funds, PMS, and Stock Market, enhancing employee knowledge of financial products relevant to the broking industry.
- Developed and maintained operational workflows to ensure efficiency in day-to-day operations, supporting the regulatory needs and risk management requirements of an MCX and SEBI-licensed entity.
- Implemented operational strategies that improved productivity and streamlined processes, aligning operational goals with HR policies to achieve seamless integration between departments.

### **HR Coordinator Dec 2017 to Sep 2020**

#### **Sanjay Ghodawat Foods International - Kolhapur, India**

- Act as a single point of contact between the Sales team, vendors, customers, HR department and Management
- Training team on organisation policy and work process
- Managed performance evaluations and HR data, overseeing HR dashboard design
- Assisted HR Manager in recruitment, onboarding, and training and development
- Handled vendor management
- Preparation reports like sales reports, Performance reports, Attendance records, customer activation reports, Incentive calculations, and Material consumption

### **Assistant Professor Jun 2014 to Nov 2017**

#### **Chatrapati Shahu Business Education Institute - Kolhapur, India**

- Work as coordinator for ISO Program
- Implemented ISO 14001(Environment Management System) and ISO 18001 in 7 Industry
- Conducted Organisation development Training program in 15 Industry
- Did 10 MOU for Student skill development program
- Conduct classes for budding entrepreneurs on business management and sustainability

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### Professional Skills:

- Human Resource Analysis
- HR Audit and Compliance
- Linking Organizational Goals to Departmental Objectives
- Team Development
- SOP Preparation and Implementation
- Project Management
- Data-Driven Decision Making
- Analytical and Problem-Solving Skills
- Critical Thinking and Analysis
- Business Planning and Alignment
- Health and Safety Program Development
- Benefits Planning and Administration
- HR Operations and Technology
- HRIS Implementation and Management
- HR Metrics
- Cross-Functional Team Leadership
- Executive and Stakeholder Collaboration
- Coaching and Mentoring

### Training Initiatives Delivered :

- HR Policy Development and Compliance Management
- 5S Methodology Implementation and Training
- Advanced Excel and Data Analysis for Business Optimization
- Office Etiquette Training for Professional Development
- Effective Communication Skills (Verbal and Written)
- HRIS Implementation and Training
- Performance Management and Employee Development
- Sales Team Training and Performance Enhancement
- Financial Products Training (PMS, Demat, Insurance, Equity, etc.)
- Stress Management Using Spirituality and Meditation Techniques
- Emotional Freedom Technique (EFT) for Emotional Well-being

### Accomplishment :

- Successfully Designed and Implemented HRIS and PMS at Tradewings Solutions Limited and Bharti Financial Services Private Limited
- Complete Set up of HR Department for Tradewings Solutions Private Limited and Ravindra Bharti Financial Services Private Limited
- Designed an Interactive Dashboard for decision-making and performance management
- Successfully Drafted and implemented HR policies
- Trained more than 500 people on various aspects of work culture and operation development
- Reduced employee attrition rate by 12% in GFIL
- Implemented HR Budget to save 9% cost of an organization
- Panel Member of Maharashtra Centre for Entrepreneurship Development
- Received Best Office Support Award at Ghodawat Foods International Private Limited
- Received Best HR award at Tradewings Solutions Private Limited

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### Software used :

- Zoho People
- Keka HR
- GreytHR
- Excel-based HRIS
- SHRM Pro
- ERP
- Google Sheets

### Project :

- Recruitment and Staffing Metrics Key Performance Indicators (KPIs)
- Training and Development Effectiveness
- Reducing Various working TAT in the HR Operations
- Management Trainee Development Program
- Onboarding Analysis with designing Effective Onboarding methods
- Here's a revised version of your educational qualifications:

### Education :

- Master of Business Administration (MBA) II Specializations: Human Resource Management & Environmental Management II Graduation Date: January 2013 II GPA: 71.04%
- Bachelor of Technology (B.Tech) II Specialization: Agriculture Engineering II Graduation Date: January 2010 II GPA: 68.60%

Linked in Profile : <https://www.linkedin.com/in/anup-pradhan-586415181/>

### Reference:

- Dr. Adv. B.T . Bandgar (Director Ideal Institute) II Contact No: 9422044406
- Mr. Sanmesh (Corporate HR) II Contact No: 9146030241
- Mr. Sandeep Bhalekar (Operation Head) II Contact No: 9004244133

### Personal Information

- **Name:** Anup Pradhan *(A passionate HR and Operations Leader dedicated to driving organizational success.)*
- **Marital Status:** Married.
- **Date of Birth:** 30th November 1987 *(A lifelong learner committed to growth and excellence)*
- **Location:** Pune, India
- **Relocation:** Ready to embrace challenging opportunities and relocate to contribute meaningfully.
- **Email:** [anuppradhan77@gmail.com](mailto:anuppradhan77@gmail.com)
- **Contact:** +91-9766921546 *(Always approachable and ready to discuss impactful roles.)*

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