

HUMAN RESOURCE PROFESSIONAL

SAGAR JOTIRAM JAGTAP

Contact

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Profile

Proactive and competent HR professional with delivering top performance independently managed core HR Generalist and HR Operations profile including Talent Acquisition, Performance Appraisal and Talent Management, Manpower Planning, Employee life cycle & Policy Formulation. Skilled in maintaining effective employee relations by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies and so on. Gained expertise in Employee Engagement, Induction & On boarding and HR Payroll/FNFs.

Education

2018 - 2020

M.B.A. in Marketing & HR

Rahuri University, Pune.

2014 - 2018

B.Sc. Agriculture

Dapoli University, Dapoli.

Key Skills

Leadership



Communication



Training & Mentoring



Budgeting



Problem solving



SAP HR Module



Awards

2011

BEST Intelligence Award
Best Transport Organization

Professional Experience

Assistant Manager - HRBP

May 2022 - Current

Bharti Green Tech., Satara.

- Managed core HR Generalist and HR Operations profile including Talent Acquisition, Performance Appraisal, Talent Management, Manpower Planning, Employee life cycle & Policy Formulation.
- Maintained payroll and benefits for employees in various locations and diminished financial discrepancies through expert program management.
- Organized and led staff orientation programs and training to promote collaboration.
- Communicate with employees annually for progress reviews and performance assessments.
- Coordinated work activities for HR managers, specialists and recruiting agents.

Executive: Human Resource

May 2020 - April 2022

Bharti Green Tech., Satara.

- Documentations – Verify all the documents and prepare DMS file for all the new joiners.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Contract labour Management – Indenting the contract manpower requirement, hiring, processing their attendance, invoice verification and compliance.
- Onboarding & Induction – Coordinate with TA team, assist and administer the smooth onboarding and buddy programs.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.

HR Profile

- Independently managed core HR Generalist and HR Operations profile including Talent Acquisition, Performance Appraisal, Talent Management, Manpower Planning, Employee life cycle & Policy Formulation.
- Skilled in maintaining effective employee relations by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies and so on.

Responsibility handled:

Induction & Onboarding

- Providing an objective view of the organization's culture and work ethic to new joiners.
- End to End Employee Onboarding
- Handling structured Induction programs for all new joiners, ensuring to collect all filled JF kits with necessary Documents. Partner with HR Ops Team to drive regular HR processes as well as implement effective, targeted & bespoke business-oriented solutions.
- Coordinate with the L&D team for specific inputs.
- Carry out the routine management of employee lifecycle transactions, and employee issues including disciplinary matters, grievance handling and counseling.

Talent Acquisition

- Interviewed and Hired Blue colored employee in the company.
- Manage HR Talent Acquisition Team.
- Work experience in a facility management sector.

Performance Management

- Assist in managing Performance Appraisals and Increments.
- End to End implementation of Performance Management process.
- Monitoring and Implementation of Performance Improvement Plans.
- Ensuring the timely issuance of Regularization / Confirmation Letters on successful completion of Training / Probation of the employees in coordination with the concerned.
- Handling end-to-end employee life cycle management
- Confirmations, Promotions, Transfers & Contract Renewals.

HR Operation

- Documentation of employee.
- To prepare various employees forms/letters like Offer, Appointment, Increment Letter, etc.
- Pre-Confirmation, Confirmation, Transfer, Mobile reimbursement etc.
- To fulfill joining formalities.
- To update HRIS System.
- Maintain Tracker of all new appointments and Joiners
- Verify all relevant and authentic Pre and post joining documents.
- To coordinate various employee activities.
- Handled Medclaim query of employees, explain Medclaim benefits as well as co-ordinate for claim reimbursement and e-cashless transactions with broker and Medclaim vendor.

Compensation - Payroll & Benefits

- Prepare Salary master sheet with CTC Breakup.
- Calculate MLWF, Gratuity, Bonus etc.
- Prepare Monthly Sheet for filing PF, ESIC, PT, ITR returns.
- Assist and Handled GPA and Medical Insurance.
- MIS supports the Compensation & Benefits team.
- Processing Payroll of 300+ employees with handle FNF.
- Preparing monthly staff costs, statutory reports, and employee-wise headcount with summary details as per Management requirements.
- Handle Issue related to PF and ESIC.
- Annual & mid-term salary corrections & increments.
- Handling Employees PF & Gratuity settlements.
- Handling Salary & compliance-related queries of employees and revert within TAT.
- Prepare KRA and KPI Calculations.

L & D Operation

- Arrange and conduct training on various improvements areas of the employees.
- Conduct Capability Building activity for the employees.
- Employer Branding at workplace.
- Improving employee interest in the workplace.
- Identify Organizational Skills and knowledge gaps and develop initiatives to address them.

Policy Making & Implementation

- Creation of new policies & processes
- Preparing all SOPs and processing notes across domains in HR.

Other Activities

- HR Dashboards (HRMS -Quick Chex, Grtyhr, Darwin box, HR Mantra, People factor)
- Conducting Employee Satisfaction Survey.
- Good Communication and Team player.
- **Public Speaker** - conducted **7 sessions** on various management topics.

Thanks & Regards,

(Sagar Jotiram Jagtap)