

Sachin Madhurwar

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Summary

Strategic HR professional with extensive experience in shaping people strategies and fostering cultural change. Serving as a consultant and advisor to senior leadership, I provide support in workforce planning, talent strategy, organization design, training, performance management, and change management. My multifaceted skill set combines HR expertise, general management capabilities, and a profound understanding of business functions, making me a valuable asset in enhancing organizational efficiency and effectiveness.

Skills

Strategies and HR Planning	Conflict Resolution	Employee Relations
Change Management	Talent Management	Union Relations
Performance Management	Cultural Integration	Organization-wide Initiatives
Employee Engagement	Negotiation Skills	
Stakeholder Engagement	Problem-Solving Adaptability	

Professional Experience – Summary

Talent Corner HR services

Pune

Manager – Human Resources

Sept 23 to till date

Client Management:

- Build and maintain strong relationships with clients through regular communication and personalized service.
- Understand client hiring needs and provide tailored recruitment solutions to meet their requirements. Utilize various recruitment methods, including job boards, social media, networking, and referrals, to identify qualified candidates.
- Conduct candidate screening, interviews, and assessments to ensure suitability for client positions.
- Facilitate the placement process, including negotiating offers, coordinating interviews, and managing onboarding procedures.

Wockhardt Hospitals

Nasik-Unit

Senior Manager – Human Resources

Aug 21 to Mar 23

Generalist HRBP

- Work directly with senior leadership to conceptualize, guide, and develop HR solutions, programs, policies, and strategies that closely support organizational goals.
- Collaborate with the Training & Development team to identify training needs for Nasik units, facilitating targeted development programs.
- Established a Talent Development Platform for identifying and nurturing high-potential employees, enhancing retention and enabling internal promotions.
- Supervise the payroll process to ensure timely and accurate payment of salaries.
- Manage employee connections through regular one-on-one and skip-level meetings to ensure open communication and address concerns.
- Promote employee well-being, culture, and diversity through various initiatives and programs.
- Improved communication with employees, leading to higher engagement and better understanding of HR policies.
- Oversee compliance with labor laws and manage HR compliance activities of unit, Oversee compliance with labour laws including Provident Fund (PF), Employees' State Insurance Corporation (ESIC), and Professional Tax (PT). ensuring accurate and up-to-date records and documentation.
- Implemented a monthly Reward & Recognition Program to boost motivation and acknowledge outstanding performance.

- Lead support internal and external audits (NABH/MJPJY) to ensure HR compliance and efficiency.
- Handle employee grievances effectively, ensuring fair and timely resolution of issues.
- Supervised workforce contractor operations to ensure performance and compliance with organizational standards.

Morde Foods Pvt. Ltd.

Pune

Manager – Human Resources

Apr 12 to Aug 21

Asst. Manager – Human Resources

Apr 11 to Mar 12

Sr. Executive – Human Resources

Jul 09 to Mar 11

Generalist HRBP

- Collaborate with senior leadership to conceptualize, develop, and guide HR strategies, solutions, programs, and policies that support organizational goals.
- Conducted role clarification interviews to ensure clear understanding of responsibilities.
- Provide strategic guidance on business restructures, workforce planning, and succession planning to ensure optimal organizational alignment.
- Work closely for employee Training & Development to identify and address training needs.
- Developed and implemented HR policies and change initiatives aligned with strategic goals.
- Ensure regulatory compliance maintaining up-to-date knowledge of employment laws.
- Supervise the payroll process to ensure timely and accurate payment of salaries.
- Implement and maintain payroll systems and processes to enhance efficiency and accuracy.
- Implement best practices and continuous improvement initiatives in HR shared services.
- Lead audits and inspections conducted by labor authorities, addressing compliance issues promptly and effectively.
- Oversee compliance with labor laws and manage HR compliance activities of unit, Oversee compliance with labour laws including Provident Fund (PF), Employees' State Insurance Corporation (ESIC), and Professional Tax (PT).
- Look after company GMC, GPA and WC policies renewal and claim settlement.
- Manage contract labor compliance, ensuring adherence to all relevant regulations and statutory guidelines.
- Stay updated on changes in labor laws and provide guidance to the HR team on compliance matters.
- Launched an Employee Referral Scheme to boost referrals and an "Applause Program" for recognizing contributions.
- Review and analyse business metrics, including data on retention, attrition management, and employee experience, to recommend systematic improvements.
- Enhanced inter-group communication through coordinated events and committees.
- Implemented new recruitment policies, conducted manpower planning, and managed salary negotiations.
- Address employee relations issues in collaboration with line managers, ensuring fair and balanced resolutions.
- Acted as a key member in finalizing collective bargaining agreements and managing industrial relations.

Accor Services

Thane

Sr. Executive – Human Resources

Dec 07 to Jun 09

Anchor Electricals Pvt. Ltd.

Mumbai

Sr. Officer – Human Resources

Jun 07 to Dec 07

Aptech Ltd.

Mumbai

Officer – Human Resources

Dec 04 to Jun 07

Education

Master in Personnel Management (MPM)

Pune University

2004

Diploma in Business Management (DBM)

Pune University

2004

Bachelor of commerce

Pune University

2002