

SUNIL DESHMUKH

HUMAN RESOURCE | COMPENSATION & BENEFITS | INDUSTRIAL RELATIONS

PERSONAL DETAILS

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Location: Pune (Maharashtra)

Date of Birth: 30th October 1985

Civil Status: Male, Married

KEY SKILLS

Core Human Resource Life Cycle
HR Operations and Administration
Industrial and Employee Relations
Labour Laws and Liaisoning
Contract Labour Management
Formulation & Implementations
Strategic Planning & Process
Payroll Management & MIS
Statutory Compliances
HR Auditing and Documentation
Training & Development
Performance Management System
Personnel Records Maintenance
Compensation & Benefits
Recruitment & Selection
Talent Management
Onboarding and Exit Formalities
HR Policies & Procedures
HR Planning & Budgeting
Team Management
HR Process Automation
HRMS Implementation

SOFT SKILLS

Good Communicator
Problem solving abilities
Ability to Prioritize & Multitask duties
Attention to detail
Organizational Skills
Excellent Client Service Focus
Analysis and forecasting

IT SKILLS

MS Office, ERP 9, SAP, Oracle, MS CIT

ACADEMIC

Master of Personnel Management

Pune University 2014

B.com

Amravati University 2006

ABOUT ME

Astute and exceptional dedicated HR Professional with almost 13+ years of experience in Human Resource Management & IR Functions. Good Understanding in conducting business forecasts, , increasing efficiency and automation of HR Department, and providing advice and expertise to clients on my HR Concerns. Trusted HR Professional with strong leadership skills, extensive multitasking skills and ability to perform well independently and or collaboratively. Passionate about Employee Relations by maintaining a harmonious work environment, empower teams, build participation.

ACCOMPLISHMENTS

- Experience in HR Generalist, HR operations ,IR, Payroll, statutory, Labour Compliance,
- Recruitment professional from sourcing head hunting, Interviewing, Selection, Recruitment planning.
- Monitor all required vacant positions and coordinate with recruitment agencies
- Reviewing and advising improvements to the staff performance assessment procedures and ensured adherence
- Employee data collection and analysis of internal and external surveys.
- Drafting Job description for each department, and maintain life data bank for job description.
- Managed HR team ensuring that they are clear about expected standards of performance, motivated and develop
- Interpretation of HR Policies and procedures for staffs, and maintain related actions in each file, Implement HR Policy Manual for organization.
- Implemented effective and appropriate HR policies and procedures meeting legal requirements, best practice and organization objectives
- Handling Employee Grievance through HR Helpdesk
- Coordination with Functional head to understand their HR Related Requirements
- All Administrative activities such as Vendor management, Assets, AMC contracts, purchases etc.,
- Managing monthly payroll of over 2500 + employees spread across 90+ locations in India
- Policy formulation and implementation – Recruitment Process, Quarterly Corporate Induction, Rehiring Policy, Contract Manpower Engagement Process, Talent Assessment Process
- Having good Exposure in payroll and compensation management, statutory compliances, Legal Procedures, Employee Data base management, Maintaining MIS,
- Time office management, PF and ESIC Procedures, Auditing and Inspection
- Compensations & Benefits – Benchmarking , Grade AND Designation Mapping

WORK HISTORY

Sr.Manager HR, FM India Supply Chain Pvt Ltd, Pune

Feb'19-Present

Asst.Manager HR, Nittsu Logistics India Pvt Ltd, Pune

Nov'17-Jan'19

Asst.Manager HR, Updater Services Pvt Ltd, Pune

Feb'16-Sep'17

Executive HR, Gates India Pvt Ltd, Pune

Aug'14-Feb'16

Executive HR, Cummins India Limited, Pune

Oct'10-Aug'14

KEY DELIVERABLES

HR Policies / Strategy

- Support HR strategy in implementing various HR Initiatives and keeping all stakeholders informed.
- Support and influence change management to ensure internal HR Transformation.
- Support in implementation of Performance Improvement Plan for employees on extension of probation/during the year.
- Support and advise the stakeholders on dealing with all Employee Relations matters.

- Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle for the regions.
 - Expertise in PMS; KRA's & KPI's, goal setting, yearly evaluations.
- Drafting all types of letters. (Like Offer letters, Reliving and Experience letters, Appointment letters, Contract letters, Transfer and Appraisal letters. Joining formalities, Transfer formalities and Employee verifications. Etc.)
- Provided support to the Management and Business Functions specifically in the areas of people metrics, reporting and predictive analytics among others.
- Handling Disciplinary action/proceedings process in the matters like unauthorized absenteeism, negligence, insubordination, through verbal counselling, written counselling, cautioning, warning, show cause notice, suspension.
- Formulating organization structure as per business plan and updating HR policies, procedures and guidelines.
- GMC& GPA policy - Periodical Renewal and coordinate with TPA

Performance Management & Appraisal

- Annual performance appraisal follow all corporate guideline forward all corporate office guideline to all employees.
- Support in implementation of (Performance Improvement Plan) for employees on extension of probation/during the year.

Training & Development

- Maintaining the Training Process department wise and Identifying Training needs
- Preparing yearly training calendar & Monthly calendar and Making arrangement for training session / programs.
- Co-ordination with employees to attend the training programs.
- Documentation of Post training – training feedback, training evaluation & training effectiveness.

Industrial Relation / Legal Compliances & Employee Relation

- Maintaining & updating all statutory compliances. Submission of all statutory returns, All Govt. Inspection and Audit. Update & maintain various HR Policy & Practices, Maintained the database of Employees. Supervising overall Factory Housekeeping activities & accommodation. Query Handling/ Resolution of Grievance. Regularly monitoring, generating MIS.
- Filled all statutory returns before due dates (like factory consolidated return, factory half yearly return, Annual holiday return, Gujarat labour welfare fund returns, Professional tax etc.
- Preparing & maintaining data MIS Report regarding Training & Seminars and Statutory compliances covered under The Contract Labor Act by the Contractor/Manpower Supplier.
- Hands on experience in liaisoning with Government Bodies for return & legal aspects.
- Timely following and submitting the legal compliance like labour welfare fund, RC renewal, Employment
- Handling various labor office, Factory inspectors' inspections etc.
- Co-ordinate with auditors for different audits that take place in the company.
- Conduct periodical statutory compliances checks for all manpower and service provider agencies and close the open points as per defined timeline.
- Maintain discipline among all employees including contract labors in the plant.
- Interacting & liaisons with government agencies, submission of monthly, quarterly & yearly statutory returns.
- Co-ordinate with labour contractors to tap information about various issues of contractual employees

Statutory Compliances

- ESIC IP And PF & UAN generation, PT, PF, ESI, - Calculations and remittances, filings - i.e., - payment challans, monthly/annual returns & PF transfer / settlement forms/ labour welfare fund (LWF)
- TDS Deductions, Format & Procedures for TDS Calculations, Form-16 generations also been the part of Internal and External Audits.
- Internal and external statutory audit support and ensure all employees are covered under statutory benefits.
- Ensure all statutory records, licenses and abstracts are maintained as per Shops & Commercial Establishment Act, 1961.
- Coordinate with the consultants for any pending licenses and abstracts.
- Handling PF transfer, withdrawal PF of all Employees and Gratuity (if applicable) as per the Company trust & policies.
- Handled queries related to PF, ESIC and Investments declaration also responsible for challan generation for the same
- Registration of Contract Labour & License, filing contract labour returns & renewal

Payroll & Contract Labour Management

- Payroll Processing, Time keeping, Attendance & Leave records, Bonus, etc.
- Statutory Compliances like PF, ESIC, Labor Welfare Fund, Half Yearly Return, etc.
- Contract labour management as per Contract Labour Regulation and Abolition Act-1971
- Liaoning with third party for Workers' Compensation Policy, Labor Licenses, etc.
- General Administration, Co-ordinate with Supervisors. Developing and maintaining documentation, pay-slips & controls for all payroll related activities and attaining approvals on consolidated salary advice.
- Formulating organization structure as per business plan and updating HR policies, procedures and guidelines.
- Payroll process like new employee code creation, addition, and deletion of employee.
- Maintaining Attendance Register, Time Management, Employee database through Software's.
- Implement process guidelines of Contract Labour Recruitment.
- Quarterly legal audits of Contact Labour Management and Initiate actions and improvements based legal audit reports.
- Preparations of contract labour agreements in consultation with Legal advisor.

Recruitment & Talent Management

- Responsible for quality & timely Recruitment, Organizational design, Right sizing.
- Handling entire gamut of Recruitment cycle: prepare recruitment plan, Tying up with job consultants, job portals, source resumes, initial screening of resumes, shortlist & select candidates(Telephonic/Personal) Interview, preparing Recruitment report (department wise), checking references, doing salary fitment, negotiating salaries with prospective joiners.
- Responsibility for full recruitment life cycle across all functions as per SOP and TAT.
- Ensure the team implements the Recruitment Plan as per the AOP.
- Ensure the formulation and implementation of a cost effective Recruitment Plan.
- Ensure that the Job Requisition Forms are completed for all positions sourced.