

Jayendra Jadhav

HUMAN RESOURCE BUSINESS PARTNER

Ambitious, career-focused Human Resource Professional, anxious to obtain a challenging position to help launch career while achieving company goals with all my skills and knowledge.

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WORK EXPERIENCE

HRBP (Sr. Executive)

DHL Supply Chain

Nov 2025 - Present

Bhiwandi, Maharashtra, India

- Managed end-to-end recruitment, vendor coordination, and smooth onboarding for blue-collar & white-collar workforce, ensuring policy implementation.
- Maintained 100% accurate shift rosters, attendance, and payroll inputs while supporting manpower planning for multi-shift inbound/outbound operations.
- Handled employee relations, grievance resolution, and led engagement activities to improve morale and reduce attrition.
- Supported statutory compliance (PF, ESIC, CLRA), managed vendor compliance documents, and assisted during internal/external HR audits.
- Coordinated HR & safety training (induction, WMS) and ensured availability/tracking of PPE, uniforms, and safety assets.
- Prepared comprehensive HR MIS reports on manpower, attrition, and productivity KPIs to support data-driven decision making.
- Managed exit formalities, FnF coordination, and provided attrition analysis feedback while supporting vendor invoice processing.

Zonal HR- West Region

Varuna Group

Oct 2021 - Oct 2025

Thane, Maharashtra, India

- Overseeing end-to-end recruitment for 10 branches while aligning HR strategies with business goals.
- Managed employee relations, grievances, and conflicts with tact to maintain a harmonious workplace.
- Organized impactful engagement initiatives to boost morale and foster a positive work culture.
- Conducted regular branch visits to support operations, address concerns, and ensure efficiency.
- Performed regular audits to ensure strict adherence to statutory regulations and industry standards.
- Efficiently managed payroll, attendance systems, and compensation benefits for all zonal employees.
- Implemented performance management systems and training programs to facilitate professional growth.



CORE COMPETENCIES

Recruitment	Payroll Mgmt
Statutory Compliance	Employee Relations
Data Analysis	Performance Mgmt
HRIS & MIS	Grievance Handling



EDUCATION AND TRAINING

MBA - Human Resources

Swayam Siddhi College of Management And Research, Thane

May 2025 - CGPA: 7.1

Bachelor of Engineering/ Civil Engineering

Shivajirao S. Jondhale College, Ashgaon

Jan 2022 - CGPA: 7.3



CERTIFICATIONS

- Microsoft Office Specialist (Excel, Word, PowerPoint)
- Power Automate for HR (Udemy)
- HR Analytics & Metrics
- MS-CIT (Information Technology)



LANGUAGES

Marathi	Native
Hindi	C2 - Proficient
English	C1 - Advanced
German	A2 - Elementary

Executive Business HR

Mahindra Logistics Ltd (PSN Supplychain Solutions Pvt. Ltd)

Oct 2022 - Oct 2023

Bhiwandi, Thane, India

- Managed end-to-end recruitment, hiring, and training processes for multiple business locations.
- Efficiently handled time and attendance for ~500 employees across 3 locations in Bhiwandi and Mumbai.
- Managed stakeholders from vendors to senior operations leadership and handled peak business planning.
- Formulated policies for attendance, salaries, transportation, and welfare activities.
- Processed payroll, salary revisions, and issued statutory letters for various employee situations.
- Conducted monthly PF/ESIC audits and resolved non-compliance issues to ensure statutory adherence.
- Organized employee engagement events and effectively handled industrial relations issues including strikes.

HR - Data Analyst

Myntra Design Pvt Ltd (PSN Supplychain Solutions Pvt. Ltd)

Sep 2019 - Oct 2022

Padgha, Thane, India

- Maintained and updated employee information in Vansia Databases to ensure data integrity.
- Ensured a smooth employee lifecycle experience from onboarding and training to exit formalities.
- Compiled C&F/HR metrics and analyzed absenteeism data to address attendance issues.
- Addressed employee queries regarding HR regulations, benefits, and company policies.
- Ensured accuracy via double validation of attendance using biometric systems and Excel records.
- Managed mandatory Background Verification (BGV) for 3rd party manpower within 7 days of joining.
- Supported daily HR operations and maintained organized, up-to-date compliance and HR files.



TECHNICAL TOOLS

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|--------------------|-----------------|
| SAP SuccessFactors | Workday HCM |
| Oracle HCM | MS Office Suite |
| Power BI | Slack & Zoom |



KEY ATTRIBUTES

- | | |
|--------------------|------------------------|
| Communication | Leadership |
| Problem Solving | Adaptability |
| Time Management | Conflict Resolution |
| Team Player | Emotional Intelligence |
| Strategic Planning | Negotiation |
| Mentoring | Cultural Awareness |



INTERESTS

- Collecting Coins
- Giving Motivational Speeches
- Playing Chess (Mental Strategy)
- Reading Books & Dramas
- Continuous Learning