

Manish Shinde

HR&IR

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SUMMARY

HR professional with a Master's in Human Resources and Industrial Relations, skilled in employee relations, grievance handling, recruitment, onboarding, and compliance. Proficient in SAP HANA and well-versed in labor laws, with a strong focus on creating fair and efficient workplace practices.

SKILLS

- Recruiting
- Statutory Compliances
- labour law
- Excellent communication
- New employee onboarding
- Candidate Sourcing
- Verbal and written communication
- Social Inclusion
- Onboarding
- Selection strategies
- Talent management

EDUCATION

Masters in Labour Studies(MLS): Maharashtra Institute of Labour Studies

Field of Study

Bachelors in Commerce(B.COM): Mumbai University

Field of Study

INTERNSHIPS & WORK EXPERIENCE

Senior Executive HR

May 2024 - Present

CIE Automotive India Ltd. , Nashik

1. Managed **employee development**, **grievance handling**, and **attendance/leave systems**, ensuring workforce efficiency.
2. Handled **daily manpower reporting** and streamlined **vendor compliance checks** to maintain operational integrity.
3. Operated **SAP HANA** for HR and admin tasks, improving data accuracy and process visibility.
4. Oversaw **plant-level administrative operations**, ensuring smooth coordination with departments and seamless daily functioning.
5. Handled **NAPS/NATS apprenticeships**, **Staff and Contractual** onboarding, documentation, Induction, Training and Development.

Labor Management System
Development(Internship)

Jan 2024 - Feb 2024

Castrol India Ltd. , Patalganga

1. Led the development of a **labor management system** to streamline the collection and organization of key labor data, including attendance tracking and statutory compliance.
2. Collaborated with IT and HR teams to ensure the system's functionality aligned with organizational goals and legal standards.

Indian Oil Ltd.(PSU) , BKC, Mumbai

1. Developed a comprehensive **compliance checklist for contractors**, ensuring adherence to labor laws and company-specific requirements.
2. **Enhanced communication between contractors and the company**, facilitating a better understanding of legal obligations and compliance standards.
3. Contributed to improving the overall contractor management process by ensuring compliance consistency and **reducing potential legal risks**.

Contract Labor Compliance,
Recruitment Support and Labor
welfare initiative(Internship)

Jan 2023 - Feb 2023

Rashtriya Chemical and Fertilizer Ltd.(PSU) , Mumbai

1. Conducted **audits of contract labor statutory compliance**, ensuring adherence to labor laws related to contractor payments.
2. **Assisted in the recruitment process** including resume screening, coordinating interviews, and candidate evaluation.
3. Organized and facilitated **awareness camps for contract laborers**, educating them about Employee State Insurance Corporation (ESIC) and Provident Fund (PF) benefits to improve understanding and access to essential social security programs.

PROJECTS

Emerging Trends in Employee Relations

Jan 2024 - Feb 2024

1. Conducted a comprehensive study on emerging trends in employee relations, focusing on recruitment, training and development, and the impact of changing labor laws.
2. Analyzed the current landscape of employee relations, including hiring practices and skill development initiatives.

OTHER ACCOMPLISHMENTS

1. **Certified Labour Welfare Officer** (GR 17/01/2024)
2. Certified of PoSH Implement Training.