

SACHIN PATIL

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Summary

Dynamic and results-driven HR professional with over 6 years of extensive experience in human resources management. Proven track record of success in talent acquisition, employee relations, and policy development. Skilled in managing end-to-end recruitment processes, conducting interviews, and collaborating with stakeholders to meet staffing needs. Adept at facilitating seamless onboarding experiences and providing ongoing support for employee development and training. Strong communicator with a keen ability to address employee inquiries and concerns, foster positive work environments, and ensure compliance with labor laws and regulations. Experienced in implementing innovative HR strategies to optimize operational efficiency and drive organizational success.

Experience

Urvi and t wedge lamps limited 07/2024- Current

• HR Responsibilities

- Coordinated end-to-end recruitment processes, including job postings, candidate screening, interviews, and onboarding of new employees.
- Developed and implemented HR policies to ensure compliance with labor laws and company standards.
- Managed payroll processing, attendance tracking, and employee records with 100% accuracy.
- Conducted employee engagement programs, performance appraisals, and feedback sessions to improve productivity and workplace morale.
- Facilitated training sessions and workshops to enhance employee skills and professional development.
- Resolved employee grievances and workplace conflicts in a timely and professional manner.

• Administration Responsibilities

- Oversaw office administration, including inventory management, vendor coordination, and facility maintenance.
- Streamlined administrative processes, resulting in improved operational efficiency and cost savings.
- Prepared and maintained company documentation, reports, and correspondence.
- Ensured compliance with company policies by conducting regular audits and checks.
- Organized and managed company events, meetings, and conferences, ensuring smooth execution.
- Supervised junior administrative staff and provided training to enhance team performance.

• Achievements

- Reduced recruitment cycle time by implementing effective sourcing and screening strategies.
- Spearheaded the digital transformation of employee records, improving accessibility and data security.
- Successfully negotiated contracts with vendors.
- Enhanced workplace satisfaction scores through targeted employee engagement initiatives.

EXECUTIVE - HR | 01/2024 – 06/2024

LUCKY INTERNATIONAL/ LUCKY-TECH MEMBRANES PRIVATE

- Transitioned to the role of HR Executive at Lucky Tech Members Pvt Ltd, leveraging proven expertise in recruitment, employee relations, and HR policy management to drive organizational success.
- Orchestrated the end-to-end recruitment process, from job postings to conducting interviews, showcasing a keen eye for identifying top talent and ensuring alignment with company objectives.
- Collaborated closely with departmental managers to assess staffing needs and strategically fill positions with skilled professionals, contributing to the growth and success of the organization.
- Facilitated seamless onboarding experiences for new hires, overseeing the completion of necessary paperwork and documentation while providing guidance and support to facilitate their integration into the company culture.
- Served as a primary point of contact for employee inquiries and concerns, demonstrating strong interpersonal skills and a commitment to fostering a positive and supportive work environment.
- Championed employee development initiatives, coordinating training programs and opportunities for skill enhancement to drive individual and team performance.
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning.

- o Implemented innovative data collection and reporting techniques to streamline HR processes and enhance operational efficiency, contributing to overall organizational effectiveness.
- o Actively contributed to the development and refinement of HR policies and procedures, ensuring compliance with labor laws and regulations and promoting a fair and inclusive workplace.
- o Managed employee benefits programs, addressing inquiries and providing guidance to employees to ensure they receive comprehensive support and assistance.
- o Conducted exit interviews and analyzed feedback to identify areas for improvement and enhance the employee experience, contributing to continuous organizational growth and development.

SENIOR HR EXECUTIVE | 12/2023 - 01/2024

Koyo Stopping Service Pvt Ltd.

- o Spearheaded the recruitment process, demonstrating proficiency in job postings, candidate screening, and conducting interviews, resulting in the selection of top-tier talent to meet organizational objectives.
- o Collaborated closely with hiring managers to assess staffing needs, aligning recruitment efforts with business goals and ensuring optimal team composition.
- o Led the onboarding process for new hires, ensuring seamless integration into the company culture and operations, while meticulously managing documentation and paperwork to adhere to regulatory requirements.
- o Responded promptly to employee inquiries and concerns, fostering a supportive work environment and contributing to high levels of employee satisfaction and retention.
- o Championed employee development and training initiatives, designing and delivering programs to enhance skills and competencies across the organization.
- o Implemented innovative data collection and reporting techniques, enhancing field operations efficiency and providing actionable insights for strategic decision-making.
- o Fostered a culture of collaboration and teamwork through regular communication, training sessions, and joint project initiatives, resulting in improved productivity and performance.
- o Introduced new software tools and processes to streamline field data management, optimizing resource allocation and reducing operational costs.
- o Updated HR policies and procedures to align with industry best practices and ensure compliance with labor laws and regulations, mitigating risk and maintaining a fair and equitable work environment.
- o Managed employee benefits programs, addressing inquiries and ensuring employees receive comprehensive support and assistance.
- o Conducted exit interviews and analyzed feedback to identify areas for improvement and enhance the employee experience, contributing to continuous organizational growth and development.

FIELD OFFICER | 06/2023 - 11/2023

Nakshatra Skill Development Campus Pvt. Ltd.

- o Managing the recruitment process, from job postings to conducting interviews.
- o Collaborating with hiring managers to identify staffing needs.
- o Facilitating the onboarding process for new hires.
- o Ensuring necessary paperwork and documentation are completed.
- o Handling employee inquiries and concerns.
- o Providing support for employee development and training.
- o Improved field operations efficiency by implementing innovative data collection and reporting techniques.
- o Enhanced team collaboration through regular communication, training sessions, and joint project initiatives.
- o Streamlined field data management with the implementation of new software tools and processes.
- o Reduced operational costs by optimizing resource allocation and identifying areas for improvement.
- o Developing and updating HR policies and procedures.
- o Ensuring compliance with labor laws and regulations.
- o Managing employee benefits programs.
- o Addressing benefits-related inquiries.
- o Managing the exit process for departing employees.
- o Conducting exit interviews and analyzing feedback.

S.HR EXECUTIVE | 04/2020 - 05/2022

B2B Labyrinth Solutions Pvt. Ltd.

- o Streamlined HR processes by implementing efficient workflows and reducing paperwork.
- o Preparing daily and monthly MIS.
- o Given 1st round of interview.
- o Taking care complete joining formality.
- o Led and directed work of 2 HR team members and handled hiring, training and termination.
- o Preparing attendance.
- o Taking care salary and advance report.
- o Helping employee for PF, ESIC, & Etc.
- o Spearheaded shared governance and collaboration on employee relations, HR administration, collective bargaining agreements and related HR topics.
- o Taking care day to day problems and local query.
- o Maintained clean, safe working environments to eliminate accident risks.

- Oversaw payroll processing, ensuring accurate payments while adhering to strict deadlines for submission.

RECRUITER | 04/2019 - 03/2020

B2B Labyrinth Solutions Pvt. Ltd.

- Increased candidate placements by developing and maintaining relationships with clients and candidates.
- Enhanced recruitment process for faster hiring by utilizing various sourcing tools such as job boards, social media, and networking events.
- leveraged LinkedIn Recruiter tool effectively, broadening network connections and identifying passive candidates.
- Improved employee retention rates through thorough candidate screening and interview techniques.
- Streamlined communication between candidates and hiring managers, leading to higher satisfaction on both sides.
- Coordinated schedules to arrange management interviews with applicants.
- Built strong relationships with internal and external candidates to ensure an excellent hiring experience.
- Maintained compliance with federal and state employment laws during entire recruitment process.
- Organized job fair events that attracted diverse talent pools, increasing the company's reach within local communities.

FLOOR SUPERVISOR | 01/2019 - 03/2019

Nykaa.Com

- Taking care inbound and outbound department.
- Making the return delivery note for the material return to vendor.
- Follow-up for receiving and checker.
- Getting the checking done from checker of the material assembly in staging area.
- planning vehicle scheduling with transport manager keeping the delivers in to the note which are to be dealt on priority basis.
- Monitor the work done by picker, tracker, operator and supervisor and generating the necessary report for their appraisal.
- Handling receiving department.
- Controlling & training 3PL manpower.
- Follow Up with category for po correction of mrp and case Qty.
- Checking of self life and mrp case qty lean construction.
- Picked, packed and dispatched deliveries daily to fulfill online orders.

PLAISIR & TRACKER | 01/2018 - 12/2018

Vodafone

- designing, installing, and maintaining optical fiber networks.
- Splicing fibers, troubleshooting connectivity issues, and ensuring efficient data transmission.
- Work on network planning, budgeting, and staying updated on industry advancements to optimize network performance.
- Strong knowledge of fiber optic technology, network protocols, and safety standard

Skills

- Report Analysis
- Emergency Response
- Risk Assessment
- Problem Solving
- Field Research
- Training and Development
- Organizational Skills
- Complaint handling and resolution

Accomplishments

Settled the HR department for "B2B Labyrinth Solutions Pvt. Ltd." company from scratch in 2022.

Improved service reviews by successfully handling Client complaints and implementing monthly staff training. at

Nakshatra Skill Development Campus Pvt. Ltd.

Streamlined workflow by consolidating lengthy processes and redundant documentation that resulted in more effective and timely completion of tasks, at **Lucky Tech Members Pvt Ltd**

Education

Mohindar Singh Kabal Singh Degree College - Kalyan, India | Bachelor of Commerce

Financial Accounting, 10/2020

Grade: First

Board: Mum

Dadasaheb Dandekar Vidyalaya - Bhiwandi, India | SSC

03/2015

Grade: First

Board: Mum

B.N.N. College - Bhiwandi, India | HSC

02/2017

Grade: Second

Board: Mum

Languages

Marathi: First Language

Hindi:

Proficient

English:

Intermediate