

KIRAN VASUDEO PANDE

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PROFESSIONAL SNAPSHOT

Extensive experience in managing core HR & Admin. activities **in an automobile & healthcare industry.**

- * **HR Activities** : Manpower planning, Recruitment & Selection, Onboarding, Training & Development, Payroll Management, P.M.S. & other HR activities. KRA & KPIs, skill matrix, designing HR Policies, HR Budgets, HR Audits, NABH audit & other HR activities.
- * **Compliances** : Statutory compliances – EPF, ESIC, CLRA, Factory Act, P.C.B. Consents, Health & Safety.
- * **ER & IR** : Dealing with union employees, understand their grievances and resolving in a structured way, meetings with them and encourage them for new suggestions for improvement in processes, productivity, creating positive work culture, Disciplinary Enquiries, dealing with legal notices.
- * **Plant Administration** : Transportation for staff, canteen management, security & housekeeping, scrap disposal, event management and other general administration of the plant.
- * **Hospital HR** : Ensuring manpower of clinical & non-clinical employees, Doctors, HR Policies, HR Audit, Disciplinary Action.
- * **Currently associated** with M/s. Zydus Hospital, Dahod (Gujarat) as a Asst. Manager – HR from October 2024 till date.
- * Competent in handling labour issues, labour management, negotiation with vendors for various services, new offices, competent in handling team, assessing and implementing effective solutions to employees w.r.t. problems in systems, server etc., competent in handling office requirements, competent in handling disciplinary enquiries and initiating actions, manpower optimization, Surveys, Data Management.
- * An effective communicator with good inter-personal, presentation & negotiation skills, quick learner, problem solver, enabler.

New Projects : Successfully handed new project of “Fleet Management Services” of TVS Group at Surat since Manpower Planning, Recruitment, T&D, shift allocation, operational issues, compliances, skill mapping and skill development etc.

PROFESSIONAL EXPERIENCE

Since October 24 till date– Asst. Manager – HR

M/s. Zydus Hospital, Dahod (Gujarat)

Key Responsibilities:

- * HR activities – Manpower Planning – Understand the manpower requirement of various departments like Nursing, OT, CSSD etc. and make the strategy of manpower by inducting recruitment partners and internal sources, set a deadline to fulfil the requirements for the hospital.
- * Monitoring on Doctors, Interns, Nursing Staff and Technicians of their leaves, attendance, schedule, OT duty etc.
- * Engagement activities and induction programs for new employees.
- * Developing strategies and designing different strategies & policies for the employees to boost up their motivation and encourage them to make them involved in a project.
- * To design HR policies, SOPs and implement it effectively to ensure proper discipline and decorum in the hospital.
- * Integration of payroll and attendance in Spine HR software.
- * Documentation and compliance of NABH audit, Quality audit, HR Indicators with action plan.
- * To prepare HR manpower budgets and monitor the same periodically.

* Labour Laws & compliances – To ensure all employees are complied with statutory benefits like PF, ESIC, Gratuity. P.T., contract manpower and compliances, ensuring Health & Safety measures.

PROFESSIONAL EXPERIENCE

Since February 24 till July 24 – Manager – HR M/s. Marathwada Medical & Research
Institute Chhatrapati Sambhaji Nagar (M.S.)

Key Responsibilities:

- * HR activities – Manpower Planning – Understand the manpower requirement of various departments like Nursing, OT, CSSD etc. and make the strategy of manpower by inducing recruitment partners and internal sources, set a deadline to fulfil the requirements for the hospital.
- * Training & Development: Identify training needs through skill matrix and competency matrix and organize trainings for all technicians and employees, measure the effectiveness of the training.
- * Engagement activities and induction programs for new employees.
- * Developing strategies and designing different strategies & policies for the employees to boost up their motivation and encourage them to make them involved in a project.
- * To design HR policies, SOPs and implement it effectively to ensure proper discipline and decorum in the hospital.
- * Integration of payroll and attendance in Spine HR software.
- * Documentation and compliance of NABH audit, Quality audit, HR Indicators with action plan.

- * Disciplinary Action – To take disciplinary action for deviations, indiscipline or against code of conduct.
- * Designed the internship program with para medical college and inducted interns.
- * To prepare HR manpower budgets and monitor the same periodically.
- * To maintain MIS of HR like manpower requirements and gaps, manpower budget report, hiring cost analysis, CAPEX budgets etc.
- * Labour Laws & compliances – To ensure all employees are complied with statutory benefits like PF, ESIC, Gratuity. P.T., contract manpower and compliances, ensuring Health & Safety measures.

Since March 23 Feb. 24 – Manager – HR (PAN India)

M/s. KI Mobility Solutions Pvt. Ltd.,
Thane (Maharashtra)

Key Responsibilities:

- * HR activities – Manpower Planning – Understand the project plans and make the strategy of manpower by inducing recruitment partners and internal sources, set a deadline to fulfil the requirements for new project PAN India.
- * Recruitment & Selection : To onboard the selected candidates, to conduct their induction.
- * Training & Development : Identify training needs through skill matrix and competency matrix and organize trainings for all technicians and employees, measure the effectiveness of the training.
- * Developing strategies and designing different strategies & policies for the employees to boost up their motivation and encourage them to make them involved in a project.
- * Disciplinary Action – To take disciplinary action for deviations, indiscipline or against code of conduct.
- * To prepare HR manpower budgets and monitor the same periodically.
- * To maintain MIS of HR like manpower requirements and gaps, manpower budget report, hiring cost analysis, CAPEX budgets etc.
- * Labour Laws & compliances – To ensure all employees are complied with statutory benefits like PF, ESIC, Gratuity, Group Mediclaim. P.T., contract manpower and compliances, ensuring Health & Safety measures, Safety walk & audits.

- * Payroll Management: Uploading inputs of employees salary in Adrenlanin software, attendance.
- * Onboarding, Induction, Policy Formation & Implementation.
- * Performance Management System : Driving P.M.S. module by setting up the goals, ensuring self-appraisal, aligning employees under their line managers
- * Incentive Scheme : Ensuring all employees are benefited of incentives based on the business performance.

Achievements :

- Successfully designed HR Policies like Uniform Policy, Separation Policy, Consultants Policy etc.
- Successfully designed P.M.S. module and rolled out on time.

PROFESSIONAL EXPERIENCE

Since Aug. 20 till March 2023 – Plant HR & Admin. Manager - M/s. Jupiter Wagons Ltd., Pithampur Indore (M.P.)

Key Responsibilities:

- * HR activities – Manpower Planning, Recruitment & Selection, Training & Development, Talent Acquisition, Labour Laws & compliances - PF, ESIC, P.T., P.C.B., contract labour manpower and compliances, Health & Safety measures, Safety walk & audits, Payroll Management, Onboarding, Induction, Policy Formation & Implementation, Performance Management System, Surveys, HR Manpower Budgets, Organisation Structure, Manpower Mapping, IR & ER activities.
- * Handling contract labour supply & piece rate workers, ensuring safety aspects, compliances.
- * Managing employee grievances in a structured way and execution of action plan.
- * Creating employee welfare programs to increase the motivation level.
- * HR Partner with HODs to understand people related issues in their locations and work on action plan
- * Implementing lean management process & 5S in the plant (zone identification, zone leaders, red tag, implementing 5S process).
- * Designing basic training programs for employees across the units to build their capability.
- * Designing & execution of new policies – HR Policy, P.M.S., Leave Policy, Incentive Policy, Travel & Conveyance, Employee Gift, Vehicle Usage, Safety Policy.
- * Conducting Disciplinary Enquiries and taking disciplinary actions.
- * Payroll of permanent & contract employees (approx. 350 employees)
- * Designing of incentive policies for employees
- * HR Audits – internal, external & compliance, IATF, IMS audit.
- * HR MIS – providing HR MIS data to the management.
- * Monitoring on general administration – office vehicles log book, driving licences, water facility, guest management, staff bus, canteen, general maintenance, maintenance of factory building, electrical, machinery.
- * Monitoring on security & housekeeping services, licences, SOPs.
- * Coordinating in different projects and ensuring necessary support in executing the projects.
- * Involved in new projects of GE & Adani and ensuring fulfil business requirements in terms of facilities, infrastructure, manpower etc.

Achievements :

- Successfully streamlined the payroll process
- Saved an amount of Rs. 45,000/- p.m. of maintenance cost
- Designed Policy of Work From Home, Incentive Policy for employees.

PROFESSIONAL EXPERIENCE

Since Jan 18 to July 20 – Group HR Head - M/s. Shri Ram Krupa Medicare Pvt. Ltd., Vadodara.

Key Responsibilities:

- * HR activities – Manpower Planning, Recruitment & Selection, Training & Development, Talent Acquisition, Labour Laws & compliances - PF, P.T., Payroll Management, Employee Grievances, Onboarding, Induction, Performance Management, Surveys, HR Budgets, Organisation Structure, Manpower Mapping, IR & ER activities.
- * Managing employee grievances in a structured way and execution of action plan.
- * Creating employee welfare programs to increase the motivation level.
- * HR Partner with HODs to understand people related issues in their locations and work on action plan
- * Designing basic training programs for employees across the units to build their capability.
- * Develop & implement employee grievance addressable procedure and submit the MIS.
- * Handling recruitment and manpower issues of entire Baroda Heart Institute and Tricolour Hospitals - total 5 units, OHC employees, HR & MIS requirements of clients.
- * Managing employee grievances and execution of action plan.
- * Designing & execution of new policies – HR Policy, P.M.S., Leave Policy, Incentive Policy, Travel & Conveyance, Employee Gift, Vehicle Usage.
- * Conducting Disciplinary Enquiries & initiating action – memos, show cause notice, suspension and termination.
- * Payroll of all units (5 units closed to 650 employees), working of professional fees of Doctors and professionals (closed to 250 professionals).
- * Designing of incentive policies for employees
- * Handling NABH, Internal, External and Statutory audits, and closing the NCs.
- * Hospital Operations – handling hospital operations & administration, coordinating with doctors, nursing staff & support staff and ensuring necessary equipments / instruments are available for O.T., ensuring PPEs are available for doctors & nursing staff, support staff.
- * Monitoring on requirements in patient rooms – PPEs, food & beverages etc.
- * Coordinating in events organized by the hospital.

Achievements :

- Successfully streamlined the payroll process
- Successfully handled the NABH Audit of 2 units. Got only 2 NCs of minor deviations.
- Drafted HR Policy for all units
- Successfully completed the gaps of employee, doctors personal files.
- Streamlined the report of EPF, Form 5, Form 10 and ensured to pay challans on time.

Since Apr'11 to Nov. 17 - Manager- HR & Operations, (HR Business Partner - M.P.)
- TV Sundram Iyengar & Sons P. Ltd., Indore

Key Responsibilities:

- * HR activities – Manpower Planning, Recruitment & Selection, Training & Development, Skill Mapping, Manpower Optimization, Talent Acquisition, Factory Act, Labour Laws - PF, ESIC, Payroll, Payment of bonus act, Employee Grievances, Onboarding, Induction, Placement, Training, Performance Management, Exit formalities, HR Budgets, Manpower Mapping, IR & ER activities.
- * ESIC, Contract labour management, All Statutory Compliances
- * Conducting Disciplinary Enquiries, HR audits.
- * Management of assets (like genset, A/cs., compressors, building, furniture)
- * Insurance of office vehicles and buildings
- * Safety, health & environment (fire hydrant, fire extinguisher etc.).
- * Common items budget (eg. Security & housekeeping services, A.M.Cs, maintenance & repairs etc.)

- * New projects : Identifying places, financial negotiation, statutory compliances eg. Land diversion, legal opinion, D.I.C. certificate, Trade Licences etc., snag list, handing over of the project to business.
- * Security & housekeeping services, implementation of SOP, making action plan to improve quality of services, weekly feedback on services etc.
- * Disposal of scrap material & used black oil
- * Electrical, civil and mechanical maintenance, E.T.P. maintenance
- * Responsible for the entire administration activities, assets management, A.M.C. of IT & Non IT assets of all outlets in Madhya Pradesh & Rajasthan.
- * Identifying and developing vendors for various services like printing & stationery, car rentals, hotels etc. with high negotiations with vendors, improvising contacts with existing & new vendors.

New Projects : Successfully handled new project of “Fleet Management Services” in Surat (Guj.). Executed the project by executing strategic policies and action plan to set up the project.

Achievements :

- Successfully opened new outlets (since finalizing the land, legal opinion, agreement, installation, manpower etc.) at Sendhwa, Ujjain, Parts Distribution outlet at Raipur.
- Successfully initiated new project of Fleet Management at Surat.
- Saved an amount of Rs. 2 L p.m. of scrap (highest rate of used black oil throughout India), sale of demo vehicle (reversed billing of low quotation and sold to the highest bid).
- Successfully attended and closed NGT case.
- Successfully closed outlets at Rewa, Singrauli, Bhopal, Gwalior and car outlets at Indore and Bhopal without any grievances and by fulfilling legal compliances and settling union issues.

Since Mar 95-Apr’11	Sr. Assistant – Administration	Tata Motors Limited ,Indore
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Key Responsibilities:

- * Responsible for the HR activities - payroll, attendance, leaves, time office, employee grievances, DA, processing medical claims, mobile reimbursement, PMS, Training & Development.
- * Identifying and developing vendors for various services like printing & stationery, car rentals, hotels etc. with high negotiations with vendors, improvising contacts with existing & new vendors.
- * Maintaining assets management, A.M.C. of IT & Non IT assets
- * P.R.O. – Taking care of visitor’s accommodation, car rentals, train & air tickets etc.
- * Taking care of establishment, renewal of office license etc.
- * Taking care of staff services – leaves & attendance of permanent & temporary staff.
- * Taking care of housekeeping, improvising neat & clean atmosphere, office decorum.
- * Taking care of office accounts, settlement of vendor’s payments, reconciliation etc.
- * Handling R.S.O. operations – vehicle inward, billing of vehicles, inter RSO transfer of vehicles, quarterly audit handling and other RSO activities.
- * Handling audits of R.S.O. & Area Office
- * Overall office coordination and providing necessary assistance as and when required
- * **Handled admin & facility activities of Area Office, Indore and Bhopal simultaneously.**

Achievements :

- Successfully opened new Area Office at Bhopal.
- Successfully handled the Area Office, Indore, Bhopal and the activities of R.S.O. Indore.
- Saved an amount of approx. Rs. 75,000/- p.a. of hiring exp. Of LCD projector.
- Reversed electricity bill of Rs. 1.75 L of R.S.O. Indore due to erratic reading. Took efforts of 6 months to do this reversal.

'91 – Feb'95 Secretary to Manager – Materials

**Wipro Ltd. (Lighting Divn.)
Aurangabad (M.S.)**

Key Responsibilities:

- * M.I.S. – procurement of material from vendors
- * Presentations for meetings, analysis of target vs. actual, analysis of procurement cost of material
- * Maintaining departmental expenses
- * Preparation of Purchase Orders, correspondence, filing.
- * Secretarial work and general administration.

'89 – Feb'91 Secretary to Manager – Sales

Nath Seeds Ltd., Aurangabad

Key Responsibilities:

- * Preparation of work orders for release of advt. on television
- * Coordination in campaigns, road shows etc.
- * Verification of advertisement bills, settlement of advertisement bills
- * Assisting in routine jobs, secretarial work, filing, documentation etc.

EDUCATIONAL CREDENTIALS

Professional Qualification :

Degree	Divn.	School / College	Board / University	Percentage
P.G. Diploma in H.R.D. 2006	I	Indore School of Social Works, Indore	Devi Ahilya University, Indore.	68%

Educational Qualification :

Degree	School / College	Board / University
M. Com. 2000	External	Guru Ghasi Das University, Bilaspur (Chattisgarh)
B. Com. 1988	Smt. L.R.T. Commerce College, Akola (M.S.)	Amravati University
H. S.C. 1985	Smt. L.R.T. Commerce College, Akola (M.S.)	Nagpur Divisional Board, Nagpur.
S. S.C. 1983	Shri Bakliwal Vidyalaya, Washim (M.S.)	Nagpur Divisional Board, Nagpur.

PERSONAL VITAE

Date of Birth : 19th November, 1967

Permanent Address : "Sai Gajanan", Tapan Enclave, 2-C, New Ashish Nagar, Kanadiya Road, Indore – 452 014 (M.P.)

Languages Known : Mother Tongue : Marathi
Read, Speak & Write : Marathi, English & Hindi

Marital Status : Married.