**NITIN JOGLEKAR**

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**Seeking Senior Level Management Position as a head HRD/HRM, Recruitment, HR Planning & Development, Training & Development, IR, General Administration with a high growth oriented organization.**

**EXECUTIVE SYNOPSIS**

**Qualified Post Graduate Diploma in Human Resources Management with over 13 years of rich experience in HRM/ HRD encompassing plus 18 years cross functional experience in Engineering.**

Recruitment & Resourcing HR Systems/ Design Planning/ Budgeting

Training & Development Performance Management Compensation & Benefits/ Payroll

IR/ Labour Legislation Change Management Knowledge Management

* Last job left in December 2013 & working as Independent Consultant for few companies.
* A **dynamic go-getter** with **multi–tasking abilities** in driving team efforts towards achievement of organisational goals. Distinction of **steering improvement initiatives** with focus on streamlining & managing operations with proactive planning, introducing new concepts, steering changes, etc.
* Proficient in **design** and **implementation of HR policies** for manpower planning, performance management, recruitment, selection, induction, orientation & development of new employees in the organisation through **Career/ Succession Planning.**
* Expertise in formulating/ benchmarking functional best practices, **competency profiling**/ **mapping processes**, etc. to focus on development of abilities to meet present and future goals and mission set by the organization.
* Hands on experience in instituting **change-management practices** including organisational restructuring initiatives and facilitating their acceptance by the employees across hierarchical levels.
* Insightful knowledge of business process analysis and design, reengineering. Distinction in imparting Technical/ Behavioural Training/ TPM Training.
* Strong **organizer, motivator** and a **decisive leader** with successful track record of directing major operations from original concept through implementation to handle diverse situations.

**CORE COMPETENCIES**

#### Strategy Planning/ Corporate Planning

* Instituting change-management practices in the organisation, including organisational restructuring & manpower rationalisation initiatives.
* Formulating & benchmarking functional best practices to focus on development of abilities to meet present and future goals and mission set by the organization thus combating high attrition rate and retain talent.
* Developing & implementing strategies for screening; assessing the human resource needs in various dept’s.

**Personnel Administration**

***Recruitment & Resourcing***

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
* Supervising staffing, recruitment, induction program, contract negotiations, discipline, policy & procedures and retirement programme for general and union employees.

***Performance Appraisal***

* Coordinating in formulation & implementation of increment, incentive & other remuneration policies.
* Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.

***Training & Development***

* Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.
* Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
* Coordinating for training activities, preparation of training calendar and identifying the training services providers for IT and soft-skills training.
* TPM Training – JH/KK/E&T
* Training Cycle Management

***Salary Administration***

* Managing the payroll functions of Managers, Officers, Staff and Workers.
* Handling promotions, up gradations, transfers, annual revisions, full & final settlements.
* Designing compensation & benefits related policies/ procedures in line with the overall business plan and strategy; grading structure as part of the organizational restructuring processes.

**Industrial Relations/ Employee Welfare**

* Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers.
* Negotiating and amicably settling disputes with the Union and maintaining discipline & harmonious working environment across all employee levels.
* Monitoring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices like PF/ ESI and Labour Office, etc.

**General Administration**

* Overseeing the implementation of policies in the organisation; implementing staff welfare policies with key focus on enhancing employee motivation.
* Organizing conferences, seminars, building effective relations with agencies & Govt. Officials.
* Ensuring optimum and effective utilisation of funds and forecasting budgetary requirements, planning, execution, monitoring and investment of funds.

**CAREER HIGHLIGHTS**

**Since May 13 with PHI Consulting Services as Chief Consultant**

*Handling One client as Head HR & other three client as Advisor HR*

* Strategic Recruitment
* Training & Development
* Policy Formation & Implementation
* Manpower Planning
* Contract Labour Management

**Since August 11 with PMT Machines Ltd – Pimpri as a Manager HR & Training**

*Spearheading the recruitment, selections, trainings, performance appraisal, contract labour administration & general administration. Handling a team of 3; reporting to COO & Factory Manager*

* Managed Recruitment of all personnel in all functional areas.
* Learn & Earn Scheme Job Trainees Recruitment, Training & Development
* In House & External Training Management
* Manpower Planning
* Campus Recruitment

**From Sept 08 to July 2011 Electronica Mechatronic Systems (I) Pvt Ltd**

*Spearheading the recruitment, selections, trainings, performance appraisal, contract labour administration & general administration. Handling a team of 3; reporting to Director Operations*

* Managed Recruitment of all personnel in all functional areas all over India.
* Organised Training Programs in Leadership/Customer Orientation/IP Skills/Time Management
* Performance Appraisal
* Strategic Planning
* Marketing Activities

**Apr’07 to Sept 2008with Sterling Biotech Ltd., Urse Talegaon as Manager HR & Administration**

*Spearheading the recruitment, selections, trainings, performance appraisal, contract labour administration & general administration. Handling a team of 5; reporting to Head Technical Operations*

* Managed Recruitment of all personnel in all functional areas.
* Organised Training Programs in GMP

**Jan’07-Apr’07 with Kumar Motors Pvt. Ltd., Pune as Manager Personal & Administration**

*Overseeing the entire gamut of HRM/ HRD Operations. Handling a team of 2; reporting to AGM HR*

* Managed Recruitment of Technical personnel in All functional areas.
* Organised Training Programs in Technical areas.

**Oct’82-Jan’07 with Bajaj Auto Limited, Akurdi, Pune; last designated as Assistant Manager (Personnel & Administration)**

**KEY DELIVERABLES ACROSS THE TENURE UNDER VARIOUS DESIGNATIONS;**

***Since Dec’04 as Assistant Manager (Personnel & Administration)***

*Streamlining the contract labour administration; union matters & IR meeting; coordinating the welfare activities. Handling a team of 5; reporting to Sr Manager Personnel & Admin*

* Managed Recruitment of 200 personnel in Training functional areas.
* Organised TPM MassTraining Programs in Factory areas.

***Jan’04-Nov’04 as Assistant Manager (Training)***

*Conducting the TPM educational training; assessing training needs; designing various training programme like 5S, TPM awareness, JH concepts, JH 5 Axis maintenance, office TPM.*

* Organised Training Programs to develop Trainer

***Sep’00-Dec’03 as Assistant Manager (HRD)***

*Co-ordinating Government-Apprenticeship Act 1961; recruitment & selection of ITI, Diploma & Graduate Trainee Engineers & all technical positions, induction, placement & performance evaluation. Training need assessments; executing performance appraisal activities; performance coaching & counseling.*

* Distinctively designed contents of various programmes, identified & co-ordinated with internal & external faculty.
* Played a pivotal part as a Trainer for "Customer Orientation" & "TPM Awareness" Modules.
* Versed with ISO related activities & TPM related activities; SAP R/3 Training & Development Module.

***Jan’90-Sept ’00 as Section Manager (Maintenance)***

*Streamlining the TPM - I Phase working on 5S & Initial machine condition restoration; ISO - related calibration of instruments & records maintenance; maintenance resources management; training & development.*

* Played a pivotal part as a Facilitator of CII & QCFI Award Winner Quality Circle.
* Distinctively the Quality Circle won prestigious QCFI, Pune; sponsored Thrmax Trophy, Maharashtra Govt. sponsored Trophy and CII Trophy for Best Presentation.
* Involved in Yog Training activity as Trained Teacher.

***Oct’83-December’90 as Assistant Engineer (Maintenance)***

*Managing the reduction in down timing & spares standardisation; modification on General Purpose Machines to control down time; retro Fitment for Productivity improvement; RLC to PLC for productivity improvement; energy conservation without capital investments.*

***Oct’82-Sept’83 as Trainee Engineer Maintenance***

**IT CREDENTIALS:** Well versed with MS-Office and FoxPro Database, SAP T&D.

**ACADEMIC CREDENTIALS**

* **Diploma in Electrical Engineering** fromCusrow Wadia Institute of Technology, Pune, BTE Bombay in 1982. {Secured 1st Class}.
* **B.A (Social Sciences with Economics as Special Subject )** fromTilak Maharashtra University, Pune in 2001. {Secured 1st Class}.
* **Diploma in Human Resources Management** from Narsee Monji Institute of Management Studies, Mumbai in 2002. {Secured 1st Class}.
* **Post Graduate Diploma in Human Resources Management** fromIndira Gandhi National Open University, Delhi in 2004.

**PERSONAL VITAE**

Date of Birth : 17th November 1963

Address : 10, Dhundiraj Apartment, Behind Post Office, Chinchwad, Pune-411033.

References :

Mr Uday Apte – Sr Manager (Training ) – Tata Motors -9028094326

Mr Shirish Navindigekar – General Manager- Aquatech Systems Asia Pvt Ltd - 09890664865

Prof Satyen Marathe – IBMR

Prin. Vinayak Rao – Cusrow Wadia Institute of Technology Pune & Member of Moden Education Society – Managing Committee