



RAJDEEP VELHAL

HUMAN RESOURCE MANAGER

TECHNICAL SKILLS

- SAP HCM / SAP HR Module
- HRIS & Payroll Management Systems
- Time & Attendance Systems
- Microsoft Office Suite
- ATS Portals – Naukri, Indeed, LinkedIn, etc.

CORE COMPETENCIES

- Talent Acquisition & Bulk Hiring
- End-to-End HR Operations
- Performance Management System (PMS)
- Employee Engagement & Retention
- HR Policy Design & SOP Development
- Payroll Processing & Compliance
- HRIS / SAP HCM / HR Automation
- Workforce Planning & Manpower Budgeting
- Employee Relations & Grievance Handling
- Training & Development
- HR Analytics / MIS Reporting
- Vendor Management

EDUCATION

- Post Graduate Diploma in Business Management
ICFAI University - 2006
- Bachelor of Commerce
Mumbai University - 2005

LANGUAGES KNOWN

- English
- Hindi
- Marathi

PERSONAL INFORMATION

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- 📍 Pune - Maharashtra (India)

PROFILE SUMMARY

Dynamic and results-driven Human Resource Manager with 16+ years of progressive experience in high-growth organizations, specializing in Strategic HR Operations, HRIS implementation (SAP HCM), and Talent Management for workforces up to 450+. Proven ability to enhance employee engagement, streamline complex HR processes, and support organizational growth by aligning HR initiatives with key business objectives. Key achievements include reducing time-to-hire by 30% and achieving 15% cost savings in employee benefits. Seeking to leverage expertise in policy design, statutory compliance, and HR automation to drive strategic people functions.

WORK EXPERIENCE

HR & Admin Manager - April 2023 - Present

Trocko Logi Pvt Ltd (Pune - Maharashtra)

- Leading end-to-end HR operations for 250+ employees, covering recruitment, onboarding, payroll, PMS, and statutory compliance.
- Optimized talent acquisition by redesigning hiring workflows, reducing time-to-hire by 30% and improving candidate fit.
- Implemented company-wide PMS processes, aligning KPIs with business goals and ensuring structured performance evaluations.
- Spearheaded HRIS implementation (SAP/HRIS), improving data accuracy, MIS reporting, and decision-making efficiency.
- Negotiated employee benefit plans, achieving 15% cost savings while enhancing coverage and employee satisfaction.
- Led employee engagement and grievance resolution initiatives, strengthening retention and work culture.
- Managed HR audits, payroll controls, and compliance frameworks to ensure zero discrepancies.

HR & Admin Manager - Oct 2018 - March 2023

KS Consultancy (Pune - Maharashtra)

- Managed complete HR lifecycle for multiple client accounts, including recruitment, onboarding, payroll, and exit processes.
- Executed bulk hiring across functions using ATS platforms (Naukri, Monster, LinkedIn), ensuring timely manpower availability.
- Designed SOPs, employee handbooks, and appraisal policies, standardizing HR service delivery across client organizations.
- Conducted engagement programs and feedback mechanisms, contributing to attrition reduction and improved morale.
- Collaborated with business heads to develop organizational structures and workforce plans aligned with business strategy.
- Maintained HR compliance, vendor coordination, and documentation audits for all clients.

HR & Admin Manager - Aug 2015 - Oct 2018

Chandukaka Saraf & Sons (Pune - Maharashtra)

- Developed HR policies for manpower planning, PMS, training, and employee development across retail and corporate teams.
- Led onboarding, induction programs, and succession planning initiatives.
- Oversaw vendor management, audit readiness, and compliance documentation for all HR functions.
- Conducted engagement activities and communication drives to enhance employee connection.

Asst. HR & Admin Manager - Dec 2014 - July 2015

Param Technologies (Pune - Maharashtra)

- Managed recruitment, payroll processing, statutory compliance, and employee record maintenance.
- Supported performance appraisal cycles, training schedules, and timely completion of exit formalities and F&F.
- Conducted HR audits and ensured alignment with organizational policies and legal requirements.

Asst. HR & Admin Manager - June 2013 - Dec 2014

Kothari Hyundai (Pune - Maharashtra)

- Handled full-cycle recruitment for dealership operations and coordinated onboarding for new employees.
- Managed compliance checks, employee engagement activities, and training programs to enhance workforce readiness.
- Addressed day-to-day HR concerns and maintained accurate HR data and documentation.

Asst. HR Manager - July 2011 - Aug 2012

Reliance Vision Express - MDA Group (Bangalore - Karnataka)

- Managed payroll, attendance, and leave administration for 450+ employees across PAN India.
- Executed SAP HCM actions including hiring, transfers, confirmations, and exits.
- Generated MIS dashboards, HR analytics reports, and ensured SLA-driven HR service delivery.

Sr. Executive HR - Feb 2011 - June 2011

Reliance Power - ADA Group (Navi Mumbai - Maharashtra)

- Led HR data migration during SAP system transformation; conducted end-user SAP HCM training.
- Developed HR reports and dashboards for leadership, improving data and decision-making.

Executive HR - Feb 2008 - Jan 2011

Reliance Retail- MDA Group (Navi Mumbai - Maharashtra)

- Managed SAP HR operations, payroll inputs, and Time & Attendance for multiple business verticals.
- Conducted onboarding training, created HR documentation, and standardized HR process manuals.
- Executed employee data audits and created reporting structures for corporate HR operations.

KEY ACHIEVEMENTS

- Reduced hiring cost by 20% through optimized sourcing & vendor negotiation.
- Digitized HR policy framework and implemented automated workflows.
- Awarded for HR process automation and system-driven improvements.

I hereby solemnly declare that the above information is correct to best of my knowledge and belief.

Rajdeep Velhal