

# CURRICULUM VITAE

## MR. SAGAR VIJAY SHIPKULE

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## CAREER OBJECTIVE

To contribute to organizational growth by leveraging my 10 years of experience in HR operations, recruitment, compliance, and employee engagement while continuously enhancing my professional skills.

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## PROFILE SUMMARY

Dynamic and self-motivated **HR & Admin Professional** with nearly a decade of experience in Human Resources Management, encompassing recruitment, payroll, training, performance management, and statutory compliance. Proven track record in implementing HR processes, conducting audits, and driving employee engagement in manufacturing and corporate environments.

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## CORE COMPETENCIES

- Talent Acquisition & Manpower Planning
  - Training & Development
  - Performance Management System (PMS)
  - Statutory Compliance (PF, ESIC, PT, etc.)
  - Payroll & Attendance Administration
  - HR Policy Implementation & Auditing
  - MIS Reporting & HR Analytics
  - Employee Engagement & Motivation Programs
  - Contract Labour Management
  - HR Budgeting & Administrative Operations
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## PROFESSIONAL EXPERIENCE

### **TVS Supply Chain Solutions Ltd. (at Cummins India Pvt. Ltd.)**

*HR Officer | Sept 2020 – Present*

- Managed end-to-end recruitment processes including sourcing, screening, interviewing, and onboarding of candidates.

- Maintained accurate employee records and ensured compliance with labour laws and organizational policies.
- Coordinated with payroll teams to process salaries and resolve employee queries related to compensation and benefits.
- Assisted in performance appraisal cycles and supported effective implementation of HR policies and procedures.
- Handled employee grievance management and fostered a positive and compliant work environment.
- Maintained and monitored HR data including headcount reports, overtime records, and attendance reports.
- Maintain group Medclaim details for new joiners and assist employees with queries related to Medclaim benefits and claims.
- Managed vendor relationships and coordinated with external service providers.
- Oversaw contract labour management, ensuring statutory compliance and proper documentation.
- Employee engagement activities were conducted, including a birthday celebration and monthly employee reward and recognition.

**Ferrero India Pvt. Ltd., Baramati**

HR Officer | Sept 2016 – Aug 2020

- Managed end-to-end recruitment across multiple departments, hiring from trainee to senior-level positions.
- Planned and delivered induction programs and coordinated on-the-job training to ensure smooth onboarding and role readiness.
- Maintained HR dashboards and generated hiring, headcount, and attrition reports to support data-driven decisions.
- Conducted exit interviews, analysed attrition trends, and processed full & final settlements in compliance with company policies.
- Supported Performance Management System (PMS) cycles, employee engagement activities, and retention initiatives.

**Mahalaxmi Automotives Pvt. Ltd.**

HR Executive | Nov 2015 – June 2016

- Supported daily HR operations including payroll, attendance, and compliance.
- Maintained employee personal files and onboarding documentation.
- Assisted in employee engagement programs and HR reporting.
- Created and updated HRMS entries for new joiners
- Raised manpower requisitions in HRMS as per business requirements
- Monthly attendance inputs and deduction details sharing to payroll team

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**EDUCATION**

**Master of Business Administration (MBA – Human Resources)**

Pune University | 2013 – 2015

**Bachelor of Business Administration (BBA – Human Resources)**

Kolhapur University | 2009 – 2013

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## CERTIFICATIONS

- **MS-CIT** (Maharashtra State Certificate in Information Technology)
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## Technical Skills

- **HRMS / Payroll Software:** Proficient in biometric systems, Kronos, Scrum, Darwin box, and other payroll management tools
  - **Microsoft Office Suite:** Advanced skills in Excel, Word, and PowerPoint
  - **Job Portals & Recruitment Tools:** Experienced with Naukri.com, LinkedIn, and other online recruitment platforms
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## PERSONAL STRENGTHS

- Ethical, disciplined, and self-motivated professional
  - Excellent communication and interpersonal skills
  - Practical decision-making and problem-solving ability
  - Strong analytical and organizational skills
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## Language Skills

- **English:** Professional Working Proficiency
  - **Hindi:** Professional Working Proficiency
  - **Marathi:** Professional Working Proficiency
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## PERSONAL DETAILS

**Date of Birth:** 24 June 1992

**Marital Status:** Married

### Declaration:

I, **Sagar Shipkule**, hereby declare that the above information is true and correct to the best of my knowledge and belief, and nothing has been concealed or misrepresented.

**Signature:**

**Date:**