

HEMANT K. SALUNKHE

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DOB: 25-June-1984 | Nationality: Indian | Marital Status: Married

Languages: English, Hindi, Marathi

PROFESSIONAL SUMMARY

Experienced and result-oriented **HR professional** with over **15 years** of comprehensive experience in HR Operations, Industrial Relations, Statutory Compliance, Learning & Development, and Administration across manufacturing and corporate sectors. Adept at leading HR functions, driving employee engagement, ensuring legal compliance, and streamlining HR systems and processes.

CURRENT ROLE

CHHYALAXMI MILK PLANET PVT. LTD.

Manager – HR & Admin

Period: 01 Nov 2025 to till Date

Key Responsibility:

Manpower Planning & Recruitment

- Workforce planning for plant operations, production, quality, logistics, and sales.
- End-to-end recruitment: sourcing, interviewing, onboarding of staff & workers.
- Coordination with department heads for manpower requirements.

2. Statutory Compliance & Labor Laws

- Ensure compliance with labour laws including:
 - EPF, ESIC, Bonus Act, Gratuity Act
 - Factories Act, CLRA Act, Minimum Wages Act
 - Shops & Establishment Act
 - MLWF, Leave with Wages
- Maintenance of statutory registers and returns.

- **Liaison with government authorities (EPFO, ESIC, Factory Inspector, FSSAI, Labor Dept.).**

3. Payroll & Compensation

- Payroll processing and verification (monthly wages, OT, incentives).
- Salary structuring as per CTC and statutory norms.
- Coordination with finance for salary disbursement.
- Handling PF, ESIC, PT, TDS deductions.

4. Time Office & Attendance

- Management of attendance, shift scheduling, weekly offs, leave records.
- Monitoring overtime and ensuring legal compliance.
- Control of contract labour attendance and payments.

5. Industrial Relations (IR)

- Implementation of standing orders and HR policies.
- Coordination with contractors and contract labour management.

6. Training & Development

- Induction and onboarding programs.
- Skill development and safety training for plant workers.
- Coordination for statutory training under Factories Act.

7. Performance Management

- Implement performance appraisal systems.
- Support departmental KPIs and productivity improvements.
- Employee engagement and motivation initiatives.

8. Health, Safety & Welfare

- Support EHS compliance in coordination with Safety Officer.
- Welfare activities: canteen, medical, sanitation, uniforms.
- Ensure statutory health check-ups and safety measures.

9. HR Policies & Documentation

- Drafting and implementation of HR policies, SOPs, and employee handbook.
- Maintaining employee records, service files, and personal documents.

Exit management: resignation, F&F settlement, experience letters.

PREVIOUS EXPERIENCE

Baramati Agro Ltd.

Deputy Manager – HR Operations

Period: 06 Jan 2025 – 01 Nov 2025 (11 Month)

Key Responsibilities:

1. Recruitment & Onboarding:

- Manage end-to-end recruitment for plant-level roles
- Execute onboarding and induction
- Liaise with contract labor agencies for manpower

2. Employee & Industrial Relations:

- Maintain employee relations and resolve grievances
- Ensure legal compliance and handle labor audits

3. HR Operations:

- Maintain HRIS and employee records
- Oversee payroll and attendance
- Conduct monthly meetings with contractors

4. Compliance & Legal:

- Ensure adherence to labor laws (Factories Act, ESI, PF, etc.)
- Prepare documentation for statutory inspections

5. Training & Development:

- Identify skill gaps and coordinate training programs
- Implement safety and behavioral trainings

6. Performance Management:

- Coordinate performance appraisals and KPI tracking

7. Health, Safety & Welfare:

- Promote safety culture with EHS team
- Execute employee welfare programs

Key Initiatives:

- Implemented onboarding process in LMS
- Developed L&D strategy roadmap
- Initiated Talent Pool Development & Succession Planning

Schreiber Dynamix Dairies Pvt. Ltd.

Sr. Associate – HR & Administration **Period:** 11
June 2018 – 03 Jan 2025

Key Responsibilities:

- Lead TNA, training coordination, and trainer management
- Maintain training records and manage Workday LMS
- Ensure compliance for training & certification
- Support recruitment and manage NATS apprentice program
- Coordinate audits – customer, Social Accountability Audits, and internal HR
- Monitor statutory compliance (EPF, PT, ESIC, MLWF, Bonus etc.)
- Handle salary processing for contractual staff
- Plan and execute welfare activities (milestone events, birthdays etc.)

Head - Plant Administration (Uniforms, Travel Desk Management, CUG Mobile billing etc.)

Sinhgad Technical Education Society

Officer/Clerk
Period: 2013 – 2015

Key Responsibilities:

- Payroll and statutory data management
 - Admission and examination coordination with MUHS
 - General HR assistance to HOD
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Suzlon Energy Ltd.

Jr. Executive

Period: 2008 – 2013

Key Responsibilities:

- Attendance & time office management for staff & sites
 - Petty cash and admin coordination for 20 sites
 - OPEX MIS reporting
 - Land agreement and payment tracking
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EDUCATIONAL QUALIFICATIONS

Degree	Institution / University	Year
DLL	Modern College of Law, Pune	Pursuing (2025)
MBA (HR)	IIBM, Delhi	2023
B.A.	Shivaji University, Kolhapur	2004
H.S.C.	Maharashtra State Board	2001
S.S.C.	Maharashtra State Board	1999

TECHNICAL SKILLS

- HRIS Systems: Workday, SAP, Oracle
 - MS Office (Excel, PowerPoint, Word)
 - Payroll & Compliance Handling
 - Computer Hardware & Networking
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STRENGTHS

- Excellent knowledge of labor laws and compliance
 - Strong interpersonal and conflict-resolution skills
 - High attention to detail with ability to work under pressure
 - Proactive communicator and coordinator
 - Effective in stakeholder management and vendor handling
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DECLARATION

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

Hemant K. Salunkhe

Date: ___/___/2025