

CHAITRALI BAGAL

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Professional Profile

Assistant Manager – Plant HR professional with **8.5+ years of experience in manufacturing and industrial environments**, managing **350+ employees including contract labour**. Expertise in **industrial relations, statutory compliance, plant HR operations, payroll management, and workforce planning**. Proven ability to drive **employee engagement, ensure 100% labour law compliance, manage union interactions, and support production through effective manpower management**. Strong background in **recruitment, HR MIS, ISO audit compliance, and contract labour regulation (CLRA)**.

Skills

- Plant HR Operations
- Statutory Compliance Contract Labour Management
- Payroll Processing & Attendance, Leave Management
- Recruitment & Manpower Planning
- Employee Lifecycle Management
- Employee Engagement & Retention
- Performance Management System
- Training & Development (TNA)
- Employee Relations & Grievance Handling
- ISO Audit & Documentation
- Plant Administration
- Vendor Management & Contract Management
- Security, Canteen & Housekeeping Management
- VIP's & Guest Management (Travel, Accommodation)
- Domestic & International Booking

Work Experience

Assistant Manager – Plant HR & Admin Aryan Pumps & Enviro Solutions Pvt. Ltd. | July 2025 – Present

- Led **end-to-end Plant HR operations** for **350+ employees** across **permanent and contract workforce**, ensuring seamless day-to-day **people management**
- Drove **manpower planning** and **full-cycle recruitment** for **shop floor, technical, and staff roles**; successfully closed **30+ positions** within defined **TAT**, reducing hiring gaps
- Processed **monthly payroll** with **100% accuracy**, covering **attendance, overtime, leave encashment**, and **statutory deductions** for **350+ employees**
- Ensured **statutory compliance** across **PF, ESIC, Bonus, Gratuity, Professional Tax, and CLRA Act**; maintained all **statutory registers** and records **audit-ready** at all times
- Managed **labour inspections** and **statutory audits** with **zero non-compliance** instances or financial penalties
- Strengthened **industrial relations** through proactive **grievance redressal, disciplinary proceedings**, and effective **union coordination**, maintaining a **harmonious work environment**
- Conducted **Training Need Analysis (TNA)** and rolled out targeted **training programs**, contributing to measurable improvements in **workforce productivity** and **skill development**
- Coordinated **ISO audits** end-to-end, ensuring complete **HR documentation, process adherence**, and **audit readiness** across all HR functions

- Spearheaded **digitization of HR processes** through **biometric attendance implementation**, improving **data accuracy**, reducing manual effort, and enabling **real-time workforce tracking**
- Oversaw **plant administration** functions including **canteen, transport, security, and housekeeping**; managed **vendor performance** and **SLA adherence**

Assistant- HR Admin | Towell Engineering International LLP| Indapur | Jun 2022 – Jul 2025

- Supported **end-to-end HR operations** for a **200+ manufacturing workforce**, covering **recruitment, induction & onboarding, documentation**, and complete **employee lifecycle management**
- Managed **contract labour compliance** in accordance with **statutory requirements**, including **vendor coordination, register maintenance**, and timely documentation
- Maintained **statutory compliance records** and ensured **audit readiness** for **internal and external audits** with **zero major findings**
- Coordinated **ISO audits** end-to-end, ensuring complete **HR documentation, process adherence**, and **audit readiness** across all HR functions
- Assisted in implementing the **Performance Management System (KRA/KPI framework)** and coordinated **appraisal cycles** across departments
- Coordinated **employee engagement initiatives** and **retention programs** to foster a positive work culture and reduce **attrition**
- Organized **training and development programs** aligned with business needs to enhance **workforce skills** and **productivity**
- **Plant administration** functions including **security, and housekeeping & gardening**.
- Served as the **single point of contact for 20+ vendors**, managing end-to-end admin vendor relationships including performance monitoring, SLA adherence, and timely contract renewals
- Managed **pantry and stock operations** end-to-end, including inventory tracking, indenting, vendor coordination, and stock replenishment — ensuring zero shortages and optimal utilization of pantry supplies.
- Coordinated **corporate and plant-level events** including reward & recognition ceremonies, festive celebrations, leadership visits managing venue setup, catering, invitations, and post-event feedback
- Managed **end-to-end travel arrangements** for **senior management** and **VIP guests**, including **domestic & international flight bookings, train reservations, hotel accommodations**, and **airport transfers** — ensuring seamless **logistics** and **hospitality** for **business travel** and **executive visits**

HR Officer – Recruitment | Bright HR Services| Baramati | Jul 2018 - May 2022

- Managed **end-to-end recruitment lifecycle** including sourcing, screening, interviewing, and onboarding
- Closed **50+ positions annually**, including bulk hiring requirements across industries
- Reduced **time-to-hire by 20–25%** using effective sourcing strategies
- Built and maintained a **strong talent pipeline** through job portals, referrals, and social media
- Coordinated with clients and stakeholders to ensure smooth hiring processes
- **Campus Recruitment:**
- Conducted **10+ campus drives** across colleges in Maharashtra
- Hired **150 + fresher's** with **80%+ offer-to-joining ratio**
- Managed **pre-placement talks, aptitude tests, group discussions, and HR interviews**
- Built long-term relationships with academic institutions for future hiring

HR Admin Officer | Samruddhi Agriscience Pvt Ltd | Baramati | Nov 2016 - May 2017

- Assisted in day-to-day **HR administration** tasks including **employee documentation**, **joining formalities**, and **onboarding processes** for new hires
- Maintained and updated **employee records**, **personal files**, and **compliance documentation** to ensure accuracy and confidentiality
- Supported **attendance management** by tracking daily attendance, leave records, and compiling **payroll inputs** for processing
- Assisted in **vendor coordination** and supported **facility administration** including basic office and premises upkeep
- Handled **filing**, **data entry**, and maintenance of **HR registers** as per company and statutory requirements

Achievements

- Managed end-to-end Plant HR operations for **350+ employees** (permanent + contract) in a fast-paced manufacturing environment, ensuring zero disruption to production
- Achieved **100% statutory compliance** across PF, ESIC, Bonus, Gratuity, Professional Tax & CLRA — zero penalties for non-compliance findings in all labour inspections and audits
- Closed **30+ positions within defined TAT**, reducing hiring gaps and improving workforce availability on the shop floor
- Reduced **recruitment turnaround time by 15-25%** through optimized sourcing strategies across portals, referrals, and campus drives
- Executed **campus hiring drives** across Maharashtra, onboarding **150+ fresher's** with an **80%+ offer-to-joining ratio**
- Ensured **ISO audit compliance with zero major non-conformities** across all HR documentation and process adherence cycles
- Spearheaded **biometric attendance digitization**, eliminating manual errors and enabling real-time workforce tracking for 350+ employees
- Resolved **employee grievances proactively**, maintaining a stable industrial relations environment and harmonious union coordination
- Delivered **targeted Training Need Analysis (TNA)-based programs**, contributing to measurable improvements in workforce productivity and skill levels
- Recognized with a **certification by the Ferrero Group – Imsofer Division** for active contribution to the Kindergarden Project, Baramati

Educations

MBA – HRM – 01st Class

Savitribai Phule Pune University, **2016**

Diploma – DLL&LW Higher 2nd Class

Savitribai Phule Pune University, **2021**

BA – Geography - 01st Class

Savitribai Phule Pune University, **2014**