

PROFILE SUMMARY

Dedicated 24+ years of overall experience in NBFC, self-starter, Self-motivated, good hold on team, team player

Skills

- HR and Admin
- C&B Strategy, framework
- C&B Plan design and execution
- Payroll Management
- Performance Management
- Statutory Compliance
- Contract Manpower Management
- Employee Engagement
- Employee Relations
- Employee benefits
- Employment Laws
- Global Practices
- Recruitment
- Business HR
- Industrial Relations
- HR Operations
- Compliance and Legal
- HRMS Management
- Brand building and content strategy
- Business development support
- Ready for new initiatives

Professional Recognition

- **Preceding** 7 years highest annual ranking with more than 100% of performance reward amount
- **Exceptional** Contribution "Heroes" award by MD-Bajaj Finserv, November 2022
- **Promoted** as L2* - equivalent to Deputy General Manager, next level of Sr. Manager
- **Outstanding** contribution award 2018
- **10** times Star of the Quarter
- **Two** times long service award
- **Past** 12 years, actively managed employees annual conference meet in multiple locations across India

Team size handled - 14

Mohan Raut

✉ vmohan_galaxy@yahoo.com

in linkedin.com/in/mohan-raut-a37987241

📞 +91 9860626420

📍 Pune, India

PROFESSIONAL EXPERIENCE

Bajaj Auto Finance Ltd. - Pune
Senior Manager - HR

(Sept 2008 to July 2023)

HR and Admin

- Managing HR database, documentation, compliance, reports, office and facilities management, scheduling and logistics, cross functional support.

C&B Strategy development, Plan design and execution

- **Provide** inputs in creation and implementation of overall organization wide HR strategy, aligned with company's objectives to meet future talent needs
- **Develop** C&B budget, seek approval from Head management and provide administrative oversight in implementation of C&B plan
- **Conduct** market study and identify best practices / competition's compensation & benefits plans
- **Benchmark** compensation and benefit plans against market to ensure that the most effective plans are put in place to maximize employee attraction and retention within an objective and systematic framework
- **Design** and implement competitive compensation and benefits structure and programs, including non-monetary rewards and recognition, across all levels to ensure alignment with the market and company's pay philosophy
- **Monitor** and review the effectiveness of compensation and benefits programs and modifications to reduce cost

HR Technology and Analytics

- **Leverage** HR technology and data analytics to drive informed decision – making and enhance HR processes
- **Identify** and implement opportunities to deploy technology / drive automation to enhance service levels & flexibility at the same time simplifying the processes/ systems for team to work on

Payroll and Benefits management

- **Provide** administrative oversight on payout benefits & incentives to ensure payout accuracy by vendor
- **Resolve** all audit issues and ensure accuracy, regularity of payroll status by incorporating necessary policy changes, in payroll appropriately

Off-Role Employee - Vendor management

- **Ensure** off-role employees are hired and paid appropriately as per compliance requirements, appropriate deductions are made and deposited with agencies and wages are aligned with competition
- **Managing** data and reconciliation for payout of business incentives as per defined plans monthly and coordinate with sales team as needed
- **Ensure** all the payouts and rate changes are following compliance requirements and benchmarked with industry peers to ensure competitiveness

HR Operations

- **Day** to day management of HR processes, Attrition analysis, recommendations
- **Maintain** and enhance processes for transfers, role changes, upgradations, special situations, Confirmation, Holiday calendar etc.
- **Partner** with IT to ensure role-based access and authorization powers are maintained, tracking of special payouts, confirmation, extension of probation, new employee onboarding and offboarding processes, etc.
- **Maintenance** of Employee Portal, day to day payroll, incentive, benefits issues resolution, Development, Ownership, Maintenance and repository of HR policies, processes, templates and workflows, etc.

Key Achievement - Designed and Implemented

- **Attendance**, Leave and Exit module for off role staff
- **Automated** payroll process with Vendors
- **Leave** encashment module
- **Gratuity** calculation module
- **De-Dupe** search engine to control duplicate employment hiring / impalement of agency
- **Digital** Vault - Employee personal file
- **IRR** module for Business scheme designing
- **Ignite** Module - Specially designed as Low fixed and High variable (Post 360-degree review with business)
- **Various** module for employee engagement / feedback
- **Timely** process design and improvement
- **Total** strength - 9200 employees, (3000+ on role and 6200 + off role)

Education and Training

- **SHRM** Score - 46 (Strategic Human Resource Management)
Certified Rewards Ready (CRR - 15 weeks of virtual learning journey and comprehensive assessment - AON HR Learning Center - in Jun 2023)
- **Bachelor** of Arts in Economics from Tilak University (Affiliated with Pune University) - Pune in 2004
- **Certificate** Course in MS - Windows from Datapro - Pimpri in 1996
- **Programming** in Visual Foxpro from Starbase Computer Academy - Pimpri in 1996
- **Diploma** in Computer Management from Perfect Computer Solutions - Chinchwad in 1993

Interest

Riding, Travelling, Reading, Music

Stakeholder Management

- **Participate** and where applicable lead, then negotiation of agreement with external C&B experts and service providers such as insurance, medical cover, car lease companies, management with PF / Pension authorities.
- **Advise** business heads on compensation and policy matters, interpret policy, and ensure a high level of understanding of the company's policies and implementation of programs

Compliance and Legal

- **Keep** abreast on all relevant rules and regulations, ensure C&B policies (for both internal operations and vendor processes) are compliant
- **Communicate** escalated / critical concerns and needs to the supervisor and ensure corrective actions are taken at the right time

Team Development

- **Participate** in recruitment process to identify the right talent for various positions within the department
- **Establish** individual performance expectations & regularly review individual performance of the team for next level growth
- **Identify** and create development opportunities for team members to enhance functional knowledge

From Business - Product & Digital Marketing

- **Dealer** / Sub-dealer appointment & termination process for 2W and 3W buss.
- **Business** forecasting, budgeting, monitoring, MIS presentation and analysis
- **Payout** incentive policy framing and calculation for dealer and sales team
- **IRR** and loan schemes designing / implementation for 2W and 3W business
- **Trade** advance management
- **Digital** sourcing through online portal companies - Bike Dekho.com, Gaadi.com, call centre sourcing
- **New** product requirements from business and integration with IT. Monitoring performance of new products, Managing master of sourcing system i.e. FinnOne, ICAS, CRM

Syntel Sourcing Pvt. Ltd - Pune

Team Leader

(Mar 2007 to Sept 2008)

- **Joint** venture between Syntel Inc. & State Street Corporation. Street is an American worldwide financial services holding company.
- **PIMCO** -largest Fixed Income Fund & worked with onshore subject matter expert to resolve recon issues.
- **Authorization** all cash & accrual reconciliation prior to sending resolution team
- **Managing** & assisting team for reconciliation of daily accounts as per SLA
- **SOX** Audit SOX Audit preparation for every quarter end, SOX-Sarbanes-Oxley Act of 2002 is US law meant to protect investors from fraudulent accounting activities by corporations

Bajaj Auto Finance Ltd. - Pune

Senior Officer

(Oct 2005 to Feb 2007)

- **Loan** scheme management, Subvention claim settlement
- **Working** and distributing Monthly and Annual Target for both segment to State Heads and Branches
- **Coordination** - 108 Branches and 220 Locations for 2W and 3W business support
- **Monitoring** weekly and monthly business progress and review

Kinetic Finance Limited - Pune

Senior Officer

(Oct 1999 to Oct 2005)

- **Settlement** of advances paid to dealer & Dealer Disbursement Payments and reconciliation
- **Inventory** funding Management for vehicles supplied by Manufacturer
- **Target** setting and evolving techniques to achieve the objectives of the company
- **Risk** management and credit control to ensure business quality and control on negative profile and negative areas for finance....to minimize risk
- **Audit**, investigation, and cross verifications to ensure credit quality, risk management and controlling fraudulence activities