

SUNIL GONDCHAR

SENIOR HUMAN RESOURCE PROFESSIONAL | OFFICE ADMINISTRATIONS | HR BUSINESS PARTNER

OVER VIEW

Dynamic and results-driven Human Resource & Administration Leader with over 15+ years of progressive experience driving end-to-end HR operations, organizational development, and administrative excellence across diverse industries in India and Overseas. Proven expertise in aligning HR strategies with business goals, building high-performing teams, improving employee engagement, and ensuring full statutory compliance. Adept at implementing HR technology, driving process transformation, and managing large multi-location teams. Recognized for fostering a culture of accountability, continuous learning, and operational efficiency to support sustainable organizational growth.

PERSONAL DETAILS

sunilgondchar@hotmail.com
+91 9823148294 | +91 9860428294
Location: Pune-Maharashtra (India)
Birthdate: 20th March 1975
Languages: English, Hindi, Marathi

KEY SKILLS

- Core HR Operations & Implementation
- HR Leadership & Strategy
- HR Operations and Administration
- Recruitment & Selections
- Employee Onboarding
- Organizational Improvement
- Legal/Labour case Management
- Payroll Management & MIS
- Statutory Compliances
- Auditing and Documentation
- Personnel Records Maintenance
- Compensation Administration
- Employee Engagement Programs
- Policies & Procedures formulations
- Training and Development
- Performance Management System (PMS)
- Exit Formalities
- Employee Benefits Managements
- Office Administrations/set up
- Vendor Management
- Insurance – Domestic & International
- HR Transformation & HRMS Implementation
- Travel Management

SOFT SKILLS

Good Communicator
Problem solving abilities
Ability to Prioritize & Multitask duties
Attention to detail & Organizational Skills

TECHNICAL - HRMS Tools

GreytHR,
FactoHR
Ascent Payroll
MS Office

ACADEMIC & CERTIFICATIONS

MBA-HRM, IGNOU University, Delhi
B. Sc, Amravati University
Diploma (Advance Computing), NIIT, Pune
Diploma (Business Management)
Symbiosis Ins. Of Management, Pune
Certified Quality Management Program
Certified Compensation Management
Certified Automation Software Testing

ACCOMPLISHMENTS

- Led organization-wide **HR transformation, aligning HR strategies** with business goals, resulting in increase in employee engagement and improvement in retention
- **Developed and implemented strategic workforce plan**, reducing talent gaps and increasing succession readiness for key leadership roles.
- Spearheaded a company-wide **cultural change initiative**, improving organizational alignment and driving in employee satisfaction
- Streamlined core HR processes by implementing a **cloud-based HRIS**, reducing administrative overhead and increasing HR reporting accuracy and speed.
- Designed and rolled out a **performance management framework** that increased performance transparency and linked employees to measurable KPIs.
- Successfully led the company through **multiple labor audits and compliance reviews** with zero non-conformities, enhancing organizational credibility.
- Launched a **comprehensive Employee Experience Program**, improving onboarding satisfaction scores and reducing first-year attrition.
- Introduced an **HR analytics dashboard**, enabling leadership to make data-driven decisions and reducing time-to-hire.

WORK HISTORY

Senior Manager - HR, PRO Industries Pte. Ltd | May'25-Mar'26
Asst. GM-HR & Admin, J. P. Mukherji & Associates Pvt Ltd | May'22-Apr'25
Deputy GM- HR & Admin, Watershed Organization Trust | Dec'21-May'22
Sr. Manager HR & Admin, J. P. Mukherji & Associates Pvt. Ltd | Jan'16-Nov'21
Sr. Manager HR & Admin, Magus Customer Dialog Pvt Ltd | Sep'15-Dec'15
Manager HR & Admin, WhiteHedge Technologies Pvt Ltd | Mar'07-Jun'15
Manager Operations, Magus Customer Dialog Pvt Ltd | Aug'04-Mar'07
Team Manager, Prakrit Tele services | Sep'01-Aug'04
Sr. System Executive, Uberall Solutions (I) Ltd | Sep'00-Aug'01
Technical Support Executive, NSOFT (I) Ltd | Jun'99-Aug'00

WORK HISTORY

HR Implementation & Transformation

- Established the HR organization to support workforce expansion in India and led the successful implementation of HRMS modules such as Talent Acquisition, Self-Service, Performance Management, and Employee Separation.
- Developed 180 and 360 degree evaluation systems to identify skill gaps, enhance productivity, and foster a high-performance culture aligned with business goals.
- Automated HR processes using GreytHR, FactoHR, Ascent Payroll, promoted core values, and launched a reward and recognition program to motivate employees.
- Oversaw policy development, stakeholder management, and monitored health and safety protocols to ensure compliance and a strong safety culture.
- Focused on strategic HR planning, organizational design, and cultivating a culture of innovation, inclusion, and continuous learning.

Strategic HR Leadership

- Responsible for Implementation and formulation of HR strategic plan.
- Setting departmental goals and objectives that align with the strategic plan and serve as a strategic advisor to the executive team
- Leading the HR department, setting high-performance expectations.

- Design and implement HR policies and procedures aligned with company objectives; provide strategic guidance to management on HR matters and regulatory compliance.
- Oversee HR systems and databases, maintain accurate personnel records, develop and manage HRIS, and ensure all processes are cost-effective and operationally efficient.

Compensation & Benefits

- Ensure timely payroll processing and salary disbursement, including calculation of arrears following delayed agreements or wage increments.
- Manage statutory contributions such as PF, ESIC, LWF, and PT. Oversee Full & Final settlements for exited employees, including gratuity, leave encashment, wages, bonus, and settlement of dues and handle all related time office activities and legal compliance.

Talent Acquisition and Management

- Manage full-cycle recruitment Domestic & International, including job postings, sourcing, interviewing, and onboarding, while collaborating with internal stakeholders to meet talent needs.
- Streamlined recruitment tracking, managed vendor relations, implemented referral programs, and maintained hiring dashboards for business vertical updates.
- Handled HR interviews, internship programs, background checks, documentation, and onboarding processes, ensuring smooth candidate experience and compliance.

Team & Performance Management

- Implement a robust performance management system and providing guidance on performance improvements.
- Implemented the entire Performance Management System to ensure alignment to organizational goals and introduced performance reviews in PMS to build a culture of high performance.
- Set team goals, monitor performance, and evaluate key HR metrics to drive efficiency, departmental success, and alignment with business strategies.

Employee Relations & Grievance Handling

- Creating HR policies and procedures promoting a healthy employee relations environment.
- Handle escalated HR-related issues promptly and promote trust and mutual respect among employees.
- Develop sustainable industrial relations policies aligned with long-term objectives, collaborating with government for effective implementation.
- Foster positive employee-management relations through events and programs that enhance community among employees.
- Address employee inquiries on compensation, labor laws, and policies; handle internal HR communications and provide consistent HR support across departments.

Learning & Development

- Oversee leadership development and succession planning programs and Foster continuous learning and professional growth.

Payroll Management

- Led the design and management of compensation and benefits programs, ensuring regulatory compliance and market competitiveness.
- Directed administration of employee benefits, including health, retirement, and insurance plans, with continuous evaluation for improvements.
- Managed end-to-end payroll processing for 300+ employees and vendors, ensuring accuracy, compliance, and timely disbursements.
- Oversaw payroll systems, maintained payroll records, and ensured accurate processing of updates related to hires, terminations, and compensation changes.
- Ensured full compliance with government regulations and facilitated audits by providing required payroll documentation.

Statutory Compliances

- Ensuring compliance with statutory regulations, the Factory Act, and labor laws regarding Provident Fund, bonuses, gratuity, wages, and contract labor, while coordinating with government and local agencies.
- Mediating disputes among workers, management, on time management, operations, and wages; overseeing disciplinary matters and representing cases in labor and High Courts.

Learning, Development & Engagement

- Coordinate training and development initiatives, manage performance appraisals, work with external consultants on special projects, and serve on internal committees promoting wellness, diversity, and project success.

Facility Management & Administration

- Successfully managed end-to-end event planning, employee engagement activities, and international/domestic travel logistics, including visas, insurance, and accommodations.
- Oversaw facility operations, vendor SLAs, security, housekeeping, and transport services for a 24x7 workplace, including setting up and maintaining a 15,000 sq. ft. office space.

Auditing

- Led OD interventions including HR audits, employee satisfaction surveys, and organizational climate assessments to drive performance improvement.
- Conducted comprehensive HR audits across business units, evaluating individual competencies and organizational alignment.
- Experienced in implementing and supporting ISO 9001:2008 certification, including internal and external audits.
- Familiar with standards such as ISO 14001:2015 (Environmental Management), ISO 45001:2018 (Occupational Health & Safety), ISO 50001:2018 (Energy Management), and SA 8000:2014 (Social Accountability).