

MAHENDRA WAGHMARE

HR MANAGER | HUMAN RESOURCES | HR OPERATIONS | HR & ADMINISTRATION

Payroll & Statutory Compliance | Labour Laws | Employee Relations | Recruitment | Manufacturing HR

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PROFESSIONAL SUMMARY

HR Manager / HR & Administration professional with 13+ years of experience in HR Operations, Human Resources Administration, Payroll & Wages, Labour Law and Statutory Compliance, Recruitment & Selection, Employee Relations, Compensation & Benefits, Performance Management, Training & Development, Contract Labour, Factory Compliance, Industrial Safety and Facilities Management. Experienced in HR policy and process design, implementation, process gap analysis, employee lifecycle management, HR audit, manpower planning, government licensing, vendor management and manufacturing-site administration.

CORE SKILLS

HR Operations | Human Resources Management | HR Administration
Payroll Management | Wages Administration | Attendance & Time Office
Leave Management | PF / Provident Fund | ESIC / ESI
Professional Tax (PT) | Labour Welfare Fund (LWF) | Labour Law Compliance
Statutory Compliance | Factory Compliance | Contract Labour Management
Manpower Planning | Recruitment & Selection | Talent Acquisition
Employee Relations | Employee Engagement | Grievance Handling
Compensation & Benefits | Performance Management (PMS) | Training & Development
HR Policies & Procedures | HR Audit | Process Design & Implementation
Process Gap Analysis | HR MIS & Reporting | Employee Lifecycle Management
Onboarding & Joining | Exit / Relieving Formalities | Industrial Safety
Safety Audit & Training | Fire Safety & Mock Drills | Facilities Management
Administration | Vendor Management | Purchase & Procurement
Canteen Management | Housekeeping | Security Management
Transport Management | AMC Management

PROFESSIONAL EXPERIENCE

T&Y Communication Pvt. Ltd. (Tongyu Group) | Manager – HR & Administration | Aug 2018 – Present

- Lead HR Operations and Administration covering recruitment, manpower planning, employee lifecycle, onboarding, employee relations and HR documentation.
- Manage HR policies, systems, processes, performance management, employee orientation, training and HR audit activities.
- Manage monthly payroll, attendance, leave, time office and statutory compliance including Provident Fund (PF), Employees' State Insurance (ESIC) and Labour Welfare Fund (LWF).
- Handle labour-law compliance, government licensing and regulatory documentation including factory, labour and environmental-related requirements.
- Manage contract labour, labour agreements, manpower planning, employee welfare and workplace safety activities.
- Coordinate industrial safety activities including safety committee, safety audits, safety training, mock drills and firefighting arrangements.
- Manage administration and facilities including housekeeping, canteen, security, transportation, guesthouse, hotel booking, purchase and vendor management.
- Handle purchase of IT materials and office furniture, purchase orders, vendor quotations, follow-up and administrative documentation.
- Support departmental managers on personnel policy interpretation, training programmes, seminars and employee-related matters.

OmniActive Health Technologies Ltd. | Administration Executive / Sr. Executive – Admin | Jan 2017 – Aug 2018

- Managed Administration and Facilities functions and coordinated with IT, HR and Production departments for smooth day-to-day operations and workplace safety.
- Managed personnel records, leave records, overtime requests, facility maintenance and vendor coordination.
- Coordinated electrical, AC, access-control, biometric, fire-alarm and electrical-panel vendors and AMC activities.
- Managed transportation, security, canteen, housekeeping, pest control, logistics, courier, assets and office administration.
- Negotiated vendor quotations and supported purchase approvals and cost-control initiatives.
- Prepared monthly MIS for bills and maintained administrative records and documentation.

Excellence Shelters Pvt. Ltd. | Administration Executive | Apr 2013 – Nov 2016

- Managed worker time and payroll data and supported statutory compliance for PF, ESIC, PT and LWF.
- Coordinated with Accounts for bill settlement and invoicing and maintained employee/admin records.
- Managed canteen committee activities, security audits, uniforms, time office, leave management and employee events.
- Handled guesthouse, hotel booking, AMC agreements, asset tracking, courier/logistics and housekeeping administration.

Dalal Street Investment Journal (DSIJ Pvt. Ltd.) | Executive – HR & Admin | Oct 2011 – Mar 2013

- Managed facilities including power, water, AC, lifts, waste management, pest control, gardening, security, parking and CCTV.
- Managed vendors, vehicle and driver administration, petty cash, management reports and employee records.
- Arranged employee training, awards, events, sports, trips and employee engagement activities.

Samruddha Jeevan Agro India Limited | Admin Executive | Nov 2010 – Oct 2011**Kunal Industrial Services | Admin Assistant | Feb 2003 – Oct 2010****EDUCATION**

Master in Personnel Management (MPM) | 2010–2012

HR Practical Training | HR Remedy India | 2015

ADDITIONAL INFORMATION

Languages: English | Hindi | Marathi

Preferred Roles: HR Manager | HR & Admin Manager | Senior HR Manager | HR Operations Manager | Plant HR Manager | Factory HR Manager

Preferred Industry: Manufacturing | Engineering | Telecom / Communication | Industrial / Plant Operations