

SACHIN PRATAP SHELAR

Human Resource Professional

☎ +91-7720048277 | sachinshelar8277@rediffmail.com

LinkedIn : <https://www.linkedin.com/in/sachinshelar8277/>

PROFESSIONAL SUMMARY

Strategic HR leader with 20+ years of experience in HR business partnering, talent acquisition, organization development, employee relations, statutory compliance and HR operations across multinational and Indian organizations.

Proven ability to align HR strategy with business priorities, strengthen people processes, support leadership decision-making and drive workforce effectiveness. Brings strong cross-functional experience across manufacturing, pharmaceuticals and premium consumer business environments along with global exposure through international mobility and participation in global HR forums.

Provided HR leadership and support for a workforce from 100 to 500+ employees including permanent, contract and outsourced workforce during my tenure with different learner to large scale organizations.

CORE COMPETENCIES

Strategic HR Business Partnering | Talent Acquisition | Workforce Planning | Talent Development | Performance Management | Succession Planning | Employee Relations | Disciplinary Management | HR Policies & SOPs | Statutory Compliance | Labour Law Administration | Contractor Labour Management | International Mobility | HR Budgeting | Change Management | Employee Welfare | CSR | Payroll Management | HR MIS & Reporting etc.

PROFESSIONAL EXPERIENCE

MOET HENNESSY INDIA PVT. LTD., (CHANDON India), Dindori, NASHIK

Manager – HR | 19 May 2014 – 31 May 2026 (Company permanently closed its manufacturing operations in India)

Key HR partner for Moët Hennessy India at the Nashik winery of the prestigious global sparkling wine brand **CHANDON**, reporting to the Estate Director and Human Resources Director, Paris.

Key Responsibilities

Partner with business leadership to align HR initiatives with organizational and operational priorities

- Lead talent acquisition, talent development and workforce planning activities
- Drive performance management and support succession planning through OMR
- Manage HR policies, SOPs, process governance and HR budgeting
- Oversee international mobility, short-term assignments and employee relations matters
- Ensure statutory compliance, labour law adherence, contractor labour management and government liaison
- Lead welfare, administration, vendor coordination, CSR initiatives and HR MIS reporting

Key Achievements

- Represented the organization at major global HR forums in **China, Argentina, France and Singapore**
- Contributed to the international selection process for the **Early Career Winemaker** project
- Independently managed mobility of an international senior winemaker from Argentina
- Successfully executed the first short-term international assignment of an Assistant Winemaker from Nashik winery to MHCS, France

- Supported manpower rationalization and workforce optimization across on-roll and off-roll categories
- Contributed to successful execution of CSR and employee-focused initiatives
- Key role during separation of employees for their Severance Package and Exit formalities
- Employee Assistance Program (EAP) which helped most during Covid-19
- Successfully introduced and executed Employee Engagement programs e.g. Chandon Sparkling Star, Chandon Saviour, Chandon Limelight, Chandon Manthan, Chandon Wine School, Coffee with ED, HIVE, Short Term Assignment (STA) etc.
- Pulse Surveys

UNIMARK REMEDIES LTD., VAPI

Manager – HR & Admin (Department Head) | Aug 2013 – May 2014

- Led HR and administration for the API unit
- Managed end-to-end recruitment across levels
- Contributed significantly to revision of pay structures and increment processes
- Supported completion of internal and external audits
- Independently handled HR and administration operations for the unit
- Internal Union with around 80 permanent workmen

MYLAN LABORATORIES LTD., SINNAR, NASHIK

Manager – HR (Talent Acquisition) | Jul 2012 – Dec 2012

- Headed the talent acquisition team
- Conducted walk-in drives and campus recruitment initiatives
- Managed onboarding and induction processes
- Supported hiring delivery aligned with business requirements
- Permanent Workmen Internal Union

WATSON PHARMA PVT. LTD., AMBERNATH, MUMBAI

Assistant Manager – HR & Admin | Jan 2011 – Jul 2012

- Talent acquisition and general HR responsibilities
- Nominated as Change Agent from HR for Operational Excellence projects
- Implemented contractor labour management and compliance processes
- Introduced and sustained a structured employee break system
- Launched Graduate Apprenticeship Program, reducing dependency on contract labour
- Organized CSR activities including blood donation camps

GLENMARK PHARMACEUTICALS LTD., SATPUR, NASHIK

Assistant Manager – HR & Admin | May 2006 – Jan 2011

- Managed end-to-end talent acquisition and plant HR operations
 - Supported implementation and communication of organizational values as Support HR
 - Delivered error-free PMS execution through compensation finalization for four consecutive years
 - Coordinated SOP harmonization across four plants as Core Team Member and project coordinator
 - Contributed to long-term settlement initiatives and as a management representative in local internal enquiries
 - Participated in multiple international regulatory audits including USFDA, MHRA and ANVISA
 - Internal Union with around 90 permanent workmen
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Indorama Cement Ltd., Pen, Raigad

Junior Officer – Personnel & Administration | Aug 2005 – Apr 2006

- Managed payroll, MIS and general administration
- Contract labour management

- Streamlined attendance and leave records from manual to computerized systems
- Improved vehicle inspection systems for goods carriers

Kishco Cutlery Ltd., Sinnar, Nashik

Senior Officer – Personnel & Administration | Aug 2003 – Aug 2005

- Independently handled entire HR and administration responsibilities

V. Shankar Associates, Nashik

Trainee Facilitator | Dec 2000 – Jun 2002

- Supported training coordination, workshop preparation and data management
 - Contributed to yield improvement initiatives
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EDUCATION

Master in Personnel Management (MPM)

JDC Bytco, IMSR, Nashik | First Class | 2001

Bachelor of Commerce (B.Com.)

B.Y.K. College, Nashik | 1999

Management Development Program on 'Motivation, Team Building and Leadership'
(4 – 6 March 2024) from Indian Institute of Management (IIM), Indore.

KEY STRENGTHS

- Strategic and analytical thinking
 - Strong ownership and accountability
 - Result-oriented execution
 - High integrity and commitment
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PERSONAL DETAILS

- Date of Birth: 8 February 1977
 - Marital Status: Married
 - Location: Nashik, Maharashtra
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"I look forward to the opportunity to discuss my candidature with you and would be happy to provide references upon request."