



SAGAR WAVHAL

*Planner and achiever with excellence in spearheading entire functions of **Specialist HR Generalist** with consistent record of delivering results in growth, revenue, operational performance & profitability*

Industry Preference: Manufacturing, Pharmaceuticals, I T and Real Estate
Location Preference: Mumbai, Thane, Navi Mumbai

Profile Summary

- A focused and goal-oriented **M.B.A (full time Human Resource Management)** professional, offering **13+ years** of extensive and diversified experience; currently associated with **Puneet Group Pvt. Ltd.**
- A keen strategist with a flair for designing and implementing innovative strategies and **HR interventions** for accelerated growth of the organisation
- Spearheaded operations as a **HR Generalist** with rich expertise in various facets of HR and an enterprising leader with the **skills to motivate personnel** towards achieving organizational objectives and deliver adhering to industry best practices
- Holding a vision of how the **organization would fulfil its mandates** with expertise in understanding the organization's direction, making staff enthusiastic about the future & helping them to see the link between their daily tasks & goals of the organization
- Competent in **interacting with multiple stakeholders (globally)** in a cross-cultural set-up and delivering results on time
- Enabled Business to achieve its **Vision / Mission by implementing people strategies including Change Mgt, Assimilation of acquired workforce, Transformational HR, Assessment Centres, Talent Acquisition, Talent Management, Career Mgt, Succession Planning, Performance Management, Employee Engagement, Constructive HR, and other best HR practices**
- Proficient in managing **modern HR Systems** and capabilities in maintaining harmonious employee relations by building strong culture and imbibing values of the organisation
- Worked on **Six Sigma project on 'Reducing Recruitment Cycle Time'**

Core Competencies

~ Strategic Planning	~ Human Resource Management	~ Organizational Needs Assessment
~ Training and Development	~ Employee Relations and Retention	~ Cost Controls and Benefit Analysis
~ Policy and Development	~ Recruitment and Selection	~ Performance Management
~ Competency Mapping	~ Succession Planning	~ Employee Engagement
~ Change Management	~ Brand Building	~ Business Partnering
~ HR Automation	~ Culture Enrichment	~ Statutory Compliances

Academic Details

- **Advance Diploma in Human Resource Management** from Ajax Management Consultants Pvt. Ltd., Bangalore (May - June 2009)
- **M.B.A. (full-time Human Resource Management)** from A. I. M.B.A., (Affiliated to Pune University) in 2007 with First Class
- **P.G.D.H.R.** (Correspondence) from I.I.H.R., (Affiliated to New Delhi University) in 2008 with First Class
- **D.B.M. (Part Time)** from M.C.C., (Affiliated to Indian Merchant's Chamber) in 2003 with First Class
- **G.D.C&A** (Govt. Diploma in Co-operation and Accountancy from GDC&A Board), Maharashtra State in 2005 with Pass Class
- **B.Com.** (Full Time) from S. K. Somaiya College of Arts & Commerce, (Affiliated to Mumbai University) in 2001 with First Class
- Participation in The International HR Conference Silver Jubilee celebration of Grey Cells in 2020

Employment Details

Puneet Group Pvt. Ltd., Mumbai as Manager – H R (Corporate HR)

Oct'18-Present

**Key Result Areas:**

- Assistance to Business to achieve - Vision / Mission by implementing people strategies including Change Mgt., Assimilation of acquired workforce, Transformational HR, Assessment Centres, Manpower Planning and Talent Acquisition, Talent Management and ERP implementation
- Career Mgt., Succession Planning, Performance Management, Employee Engagement, Constructive HR, and other best HR practices, conducting new hire joining formalities & site operations including site visits, partnering with operations to assist with the implementation of core HR strategies and systems
- Managing the daily & monthly attendance as well as assisting in the process of salary administration and Labour laws
- Working on retention policies/strategies and Leave Management System, ensuring adherence to statutory regulations & compliance with various governmental agencies, Managing entire Employees life cycle
- Tracking and recording inspections/statutory notices/intimations received from various regulatory authorities and building an action plan for resolution, Grievance handling & counseling the employees to maintain a healthy work environment and facilitating employee satisfaction and HR survey, and community development initiatives
- Facilitating the conduct of employee satisfaction surveys and implementing the findings by being an effective Change Manager, Presenting enterprise data highlighting key insights on overall talent flow, Diving into specific data for mission critical roles, capacity, and capability, Succession bench for mission critical roles, mix of talent available for mission critical roles, Heat map of talent capabilities for mission critical roles and Plans to address gaps

Jones Lang LaSalle Property Consultants (India) Pvt. Ltd., Mumbai as Assistant Manager – H R (Corporate HR)

Mar'11-Jun'18

**Key Result Areas:**

- Executing the regional HR action plans for Manpower planning, Sourcing, Recruitment and Selection, Talent Acquisition, Training & Development, Compensation & Benefits Analysis, Reward & Recognition and Data Warehousing
- Effectuating induction program which includes, Joining Formalities, Company Profile Introduction to all departments and explaining company policies and procedures & completing the induction as per the company policy
- Ensuring adherence to statutory regulations & compliance with various governmental agencies:
 - PF & Misc. Provisions Act, 1952 & the Schemes, ESI Act, 1948 & the schemes, Employment Exchanges (CNV) Act, 1959 & the Rules, Shops and Establishment Act, Payment of Bonus Act, 1965 & the Rules, Payment of Gratuity Act, 1972 & the Rules and Payment of Wages Act, 1936, Minimum Wages Act, 1948 and Professional Tax Act & M L W F Act
- Effectively conducting background verification and pre-employment verification for PAN India
- Acting as a Team Lead for payroll related activities like Employees' Bonus, Increments, Transfers' and Promotion, Exit Interviews and Full & Final settlements

Highlights:

- Successfully planned and organized events and fun activities such as town hall, birthdays, employee of the month, anniversaries and farewells along with other common celebrations for employee engagement initiatives
- Coach Hub leaders and managers on people management and HR challenges and an active mentor and coach for Junior and mid management on people and business practices
- Contributed to filling all positions by optimization of resources

ITC Hotel – The Maratha, Mumbai as Executive – H R

Jul'09-Mar'11

**Highlights:**

- MIS Reports such as Divisional Audit Report, Internal Audit Report, Red Alert Report, Headcount Report, Department Costing/SWB Report, Vehicle Inspection Report, Drafting of AMCs, MOUs and Agreements, Handling Vehicles for the Internal Managers and Associate
- Implementation of PMS, Coordination for Company events such as Rewards and Recognition, Annual Day Celebration/s, Business Meetings, Holiday Parties, Fun at work program and Member of Area Effectiveness Team and Six Sigma Team

- Active part of team for conducting Gallup's Employee Engagement Survey
- Attended a 7-day program on Building World Class Organization

Shapoorji Pallonji & Co. Limited (SPCMG), Mumbai as Management Trainee – HR**Apr'08- Mar'09****Key Result Areas:**

- Implemented and designed competency-based interviews and employee handbook and Assistance in Manpower Planning and Recruitment & Selection
- Assisted in drafting JDs of Top &/or Middle Management
- Updated and maintained HRIS or MIS &/or Dashboard
- Prepared and implemented Manpower Tracking System
- Conducted Labour license registration and renewals, engagement of apprentices, employee insurance and medi-claim policy renewals

United Breweries Limited (Unit: Bombay Breweries, Talaja) as Management Trainee – HR**May'07-Apr'08****Additional Responsibilities**

- Being a part of the Leadership Team and supporting the functional heads, the Senior Leadership
- Team and the Board of Directors in effective decision making linked to our people.

Academic Project/Training

- **Period:** 1st June 2006 to 31st August 2006 (60 Days)
- **Organization:** Schenectady Herdillia Ltd., Juinagar – Navi Mumbai
- **Project Title:** Training Evaluation (Also worked on Six Sigma project on 'Reducing Recruitment Cycle Time')

IT Skills

- Programming & System Administration (First Class)
- Diploma in Graphics and System Management (Grade A+)

Extracurricular Activities

- Secured 1st prize for "ANTAKSHARI" at NIMBASH 2006, (an inter-collegiate competition) Navjeevan Institute of Management, Nasik and Winner of Table-tennis tournament in 2007
- Recognized as II Highest Scorer in Personnel Management, by Indian Merchant's Chamber

Personal Details

Date of Birth : 4th April 1981

Languages Known : English, Hindi and Marathi

Address : H/102, Tulsi Aangan Complex, Near HP Petrol Pump, Badlapur (East), Dist: Thane – 421503

Passport No. : F 9625119 (Mumbai) validity 18/08/2026 with ECNR

Current CTC : Fixed CTC INR 9.10 Lacs p.a. (plus 1-2 Gross Salary as Performance Bonus)

Expected CTC : Minimum 20-25% hike on current CTC

Notice period : 30-45 days (Negotiable)

Human Values:

- **Deep empathy and belief in people and relationships.**
- **A 'roll up your sleeves and get it done' leadership style. Marked by a high level of energy and attention to detail.**
- **Comfortable operating in a matrix and constantly changing environment.**
- **Embed the core value of Store being a people-first organization.**

Personality traits:

- **Ambitious: Strong desire to part of the Regional HR Leadership team**
- **Building relationships: Manage relationships with internal customers and partnering with them in building a robust**
- **The leader: HR subject matter expert & align HR best practices to business needs and employee**
- **Team Player: Diversity & Improving HR Hygiene**
- **Passionate and driven by ownership: including people, business, culture & leadership**