**Kedar Pradhan**

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**DOB**: 7th December 1979

**Address**: 3C Sandhya Vandan

18, Bandra Reclamation

Mumbai – 400050.

OBJECTIVE:

*A well seasoned HR professional with 16 years of extensive work experience across various sectors like Engineering,Construction, BFSI, Aviation, Wind Power etc.*

*Well groomed in various HR functions like Talent Acquisiton, HR Transformation and Digitalization Projects, Employee Life Cycle Mangement, Employee Grievance and Query Handling, Policies and Processes, SAP and Success Factors implementation, Dashboards management, Stakeholder Management and Liasioning and Business HR partnering roles.*

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| **YEAR OF PASSING** | **COURSE** | **UNIVERSITY** | **CLASS OBTAINED** |
| 2004 | PGDBM – HUMAN RESOURCES | CHETANA'S R K INSTITUTE OF MGMT | FIRST |
| 2001 | BCOM | M M K COLLEGE OF COMMERCE AND ECONOMICS | FIRST |

ACADEMIC QUALIFICATION:

PROFESSIONAL EXPERIENCE:

**MAHINDRA AND MAHINDRA FINANCIAL SERVICES LTD – Manager Employee Life Cycle Processes & HR Digitalization**

**November 2018 – June 2020:**

Major Responsibilities:

* **Employee Life Cycle Management:** Responsible for handling Life Cycle Processes like Confirmation, Transfers, Exits and Time Office Attendance Management for 23000+ employees spread across PAN India Locations.
* **Success Factors Implementation:**
* Complete Company Wide SF Implementation handled for 23000 employees at PAN India level.
* ELC Processes handled: Transfers, Confirmations, Time Attendance and Separation.
* Requirement Gathering, Preparing BRDs, Co-ordination with Implementation Partners and Time Consultants to ensure proper process execution.
* Effective handling of Integration and Scheduler related issues between SF and SAP and Time Office Software.
* Regular monitoring of Time Off records and LOPs on a monthly basis.
* Regular highlighting of SF software related issues.
* SF Socialization: Preparation of User Manuals, User FAQs Whats app videos and Process SOPs and circulate the same to Regional and Business HR teams.
* **HR Digitalization Projects**: Responsible for Driving Digitalization and Automation Projects:
* WE Connect Module launch: Mobile app developed in co-ordination with Local IT Team mainly for field staff attendance punching.
* People Connect App: People Connect app developed for employees to raise process specific queries and ensuring resolution and tracking of queries.
* **Policies and Processes**: Responsible for Drafting, Communicating and Execution of Employee Policies and Processes across Mahindra Finance and Mahindra Asset Management.

Success

**EDELWEISS FINANCIAL SERVICES LTD – Chief Manager – Talent Acquisition)**

**March 2018 – October 2018**

**Major Responsibilities:**

Heading the Talent Acquisition Vertical for Personal Wealth Advisory Business Vertical with 4 Dedicated Recruiters reporting to me.

**CELEBI NAS AIRPORT SERVICES INDIA PVT LTD Manager – HR (APRIL 2015 – FEBRUARY 2018)**

**Major Responsibilities:**

**Talent Acquisition:** Was solely responsible for Driving end to end Recruitment process for Blue Collar and White Collar employees after ensuring Recruitment and Regulatory Process Adherence. Positions hired for include:

* Loaders
* Drivers
* Passenger Service Agents
* Operations Agent
* Load Sheeters
* Ground Support Staff
* Operations Head

**Policies and Processes**: Was mainly instrumental in Institutionalizing and Creating Policy and SOP Framework on different policies and processes as per Business requirements. All policies were framed after taking multiple level approvals from the relevant stakeholders and Business Heads.

**Success Factors – PMS Implementation**: Ensured Smooth Co-ordination between India and Turkey – HQ(HR) regarding Success Factors PMS Implementation. Regular interactions with the Head Quarter about the Process Updates and deploying the updates at the operational level,

**HR Operations:**

* Successfully implemented a Employee Satisfaction Survey and ensured a participation score of 91% and an Engagement Score of 59%.
* Facilitated Focus Group Discussions along with External consultant to identify the grey areas and work on the same.
* Was actively involved in handling day to day employee grievances and discipline related issues.

**Industrial Relations and Statutory Compliances:**

* Regular liasioning with the Labour Advocate – Providing detailed briefing and case updates to the advocates about the ongoing enquiries and cases.
* Regular liasioning with labour and statutory authorities for handling audits and inspections.
* Briefed the company’s advocate in respect of few cases pending in the court including the Demand Notice from ESIC department.

**Enercon India Ltd (WIND WORLD INDIA LTD) Deputy Manager (APRIL 2013 – APRIL 2015)**

**Major Responsibilities (Enercon – Wind World India Ltd):**

* **Talent Acquisition**: Working closely with Head – Project Installation for finalization of Manpower Budgets. Also responsible for End – to End Recruitment numbers delivery for PAN Project Installation sites. Positions hired for include:
* **Employee Grievances**: Single point of contact for resolving employee queries and grievances.
* **Employee Life Cycle Process**: Complete responsibility of handling ELC processes like Transfers, Confirmations, Exits and Time and Attendance.
* **Industrial Relations Liasioning**: Regular briefing and interaction with the Union advocate regarding employee grievances and issues at PAN India level and resolving them after taking due concurrence from the management.

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**SCHINDLER INDIA PRIVATE LIMITED Assistant Manager – Business HR (APRIL 2009 – MARCH 2013)**

**Major Responsibilities (Schindler India Pvt Ltd)**:

* **Talent Acquisition:** Responsible for End – to- End Recruitment numbers delivery for PAN India positions. Also responsible for Corporate and Senior Leadership Group Level positions.
* **MIS Reporting and Dashboards Management:** Introduced Dashboard Concept of Data Reporting. Capturing all relevant data cuts and HR metrics to the Top Leadership Team and Management Team on monthly basis.
* **Rewards and Recognition:** Conceptualization, Designing and Implementation of Reward and Recognition programme for Field Operations employees at PAN India level.
* **Policies and Processes:** Design and Delivery of HR Policies/Processes and SOPs as per Business Requirements
* **Schindler Career Development Programme:** Responsible for Recruitment of Top Talents as per Schindler’s Global Career Development Programme aimed at nurturing and grooming of Top Talent employees.
* **Online PMS Module:** Automation of online PMS – PACE process right from Concept note stage to Final Rollout.
* **SAP Organization Structure Maintenance:** Maintaining of correct Organization structure in SAP as per Group Reporting norms.

**LARSEN AND TOUBRO LIMITED Executive - HR (APRIL 2007 ARPIL 2009)**

**Major Responsibilities (Larsen and Toubro Ltd):**:

**Talent Acquisition:**

* **Planning and Budgeting**: Budget Formulation exercise for EBG - Electrical Switchgear division and provided complete and appropriate data to Recruitment Team on real time basis.
* **SAP Hiring**: Hiring of new joinees on SAP along with relevant details.
* **SAP (E-Recruitment) Module**: Uploading of all vacancies on SAP E-Recruitment application tracking system.
* **Psychometric Testing**: Responsible for implementation and administration of Thomas Profiling Testing instrument for senior level recruits.
* **Video Conferencing Recruitment facility**: Responsible for implementation and administration of Video Conferencing facility for interviewing candidates..

**Learning Development & PMS:**

* Ensured training mandays of 5.1 per person as against a target of 6
* Published the 6 monthly training calendar after conducting a detailed PODP analysis.
* Uploaded the 6 monthly training calendar on SAP training portal.
* Complete design and roll out the "PRAYAG" scheme for handholding and on boarding of new GETs/DETs for the EBG division in close co-ordination with Corporate HR.
* Actively implemented the Online PMS Module for GETs/DETs by providing complete administrative and system related support at the Ahmednagar factory.

**BLUE STAR LIMITED Sr. Executive – Business HR (APRIL 2005 TO MARCH 2007)**

**Major Responsibilities (Blue Star Ltd)**:

* Responsible for Talent Acquisition of 130 lateral candidates for the year 2006-07 in a average recruitment lead time of 30 days from requisition to offer.(The positions were closed in extreme high pressure and demanding situations).
* Conducted 9 campus recruitment drives in 2006-07 for MTs/DETs/GETs across entire Western Region. Introduced the concept of Centralized Campus Recruitment which helped to close the complete campus activity within 2 days. (Pre-Placement Talk to final offer).
* Responsible for first day listing of the company at all major Engineering and Polytechnic Colleges across Western Region. (includes – Mumbai,Pune & Baroda).
* Designed and rolled out month long Technical Induction module for GETs/DETs
* Was instrumental in getting a CSI score of 8.1 on a scale of 10 for all HR functions
* Was responsible for the complete rollout the entire PMS activities (Concept note to final reward letter) as per the schedule prescribed by the Corporate HR.

**MAHINDRA AND MAHINDRA LIMITED Trainee - HR (JUNE 2004 TO MARCH 2005)**

**Major Responsibilities:**

**Training and Development**: Responsible for collating all training needs for the PDRDS division of 350 employees. Needs were captured in a Training Needs Identification Card and forwarded for training calendar.

**Corporate / Technical Induction**: Responsible for providing 3 month long technical induction for all fresh GETs . Also responsible for providing 15 day long technical induction to Territory and Service Managers.

**Recruitment** : Responsible for co-coordinating interviews for all levels and completing all documentation related to recruitment

**Campus Recruitment**: Responsible for driving entire campus recruitment program me for GETs/DETs across Engg Colleges and Polytechnics which included preparing campus calendar , pre-placement talks, written tests, GD/PI and final offer roll out.

**HR audits**: Writing down Standard Operating Procedures for all HR processes

**Policy Deployment / Performance Contracts**: Collecting and signing of performance contract documents and forwarding the same to the PMS cell.

**Achievements:**

* Conducted a TNIC analysis across PDRDS division for 350 employees
* Designed and conducted 3 month long technical induction for fresh GETs
* Was an active member of the Training Content Dev team mainly for designers and body engineers
* Improved inter-departmental co-ordination between departments by ensuring speedy documentation movements and new joinees handholding
* Ensured 100% completion of Performance Contracts documents

OTHER ACTIVITIES:

* During the course of my MBA I got an opportunity to administer psychometric tests like MBTI, FIRO B/F and Transactional Analysis and correlate the test scores with the career profiles of my colleagues in college
* Completed a part time course in yoga and meditation from SHRI AMBIKA YOG KUTIR