

**ANAND A. LONDE**  
**Mobile: 8600991278**  
**Email: anand12031978@gmail.com**

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**Seeking middle level assignment in Human Resource Department with a high growth oriented organization.**

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**PROFESSIONAL SYNOPSIS**

- ✓ A dynamic professional having more than **09+ years** of experience in HR department broadly in Recruitment, Performance Appraisal, Compensation, Training and development, Policy Procedures, Employee engagement activates, Personnel Management, ISO Auditing, Employee relation in addition to the statutory compliance.
- ✓ **Currently Associated with RattanIndia Power Ltd. (Formally known as Indiabulls Power Ltd.) as Asst. Manager – HR** at Amravati location.
- ✓ Proficient in strategic planning and implementing HR policies with demonstrated success in handling HR Related issues.
- ✓ Expertise in handling HR functions entailing Recruitment, Training, Grievance Issues and handling Vendors.
- ✓ Hands on experience in handling day to day HR activities in coordination with internal /external departments for smooth business operations.
- ✓ An effective communicator with excellent relationship building & interpersonal skills. Strong analytic, problem solving and organizational ability. Possess flexible and detail orientated attitude.

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**ORGANISATIONAL EXPERIENCE**

<b><u>Tenure</u></b>	<b><u>Company Name</u></b>	<b><u>Designation</u></b>
Feb.'11 – Till Date	RattanIndia Power Ltd.	Asst. Manager - HR
June'09 – Feb.'11	KSK/Wardha Power Co. Ltd.	Jr. Executive – HR

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**CORE COMPETENCIES**

➤ **HR Functions**

**Recruitment / Compensation:-**

- ✓ Coordinating Manpower planning, Recruitment, Induction, Exit Interviews & ensuring culture fit.
- ✓ Handling salary negotiation, compensation administration.
- ✓ Handling Joining Formalities, Inductions, Employee Records and File generation, assigning Employee no., Maid ID, Password.
- ✓ Assisting employees in the carrying out medi-claim reimbursement activity.

**New System and Policies**

- ✓ Defining Plans, policies and procedures to gather operational efficiency and employee development.

- ✓ Developing / Updating and implementing compensation plans, rewards & recognition scheme and communicating them across the organization. Maintaining an employee master data along with their leaves & tours.
- ✓ Counseling / Grievance handling of the employee to maintain healthy work environment and facilitating employee satisfaction, HR survey and community development activities.

### **Performance Appraisal**

- ✓ Handling Performance Management System.
- ✓ Initiated reward recognition program & incentive system and Training and development based on the PMS

### **Training and Development**

- ✓ Conducted managerial / technical training to enhance to enhance the managerial and soft skills of the employee.
- ✓ Coordination in training program to maintain attendance & feedback of training as per the OHSAS.

### **Employee Engagement Activities**

- ✓ Introduced: "**Knowledge-Sharing Program**" - to help employees in increasing their technical knowledge. These interactive forums enable employees to share their technical knowledge with the rest of the teams and it's also a good time out from their regular work schedule. It also acts as a platform to discuss new technologies, thus benefiting both employees and company in many ways.
- ✓ Organize employee events - Birthday Parties, sports and games and family get together, Employee get together etc.
- ✓ Introduction: a platform where the new joiners can interact with the existing employees and get to know each other while having fun.

### **ISO –Auditing:**

- ✓ ISO Contribution- Following the ISO procedures for the quality maintenance
- ✓ Filing the HR-Dept activities as per the ISO documentation to ensure quality work.

### **Employee Relations:**

- ✓ This role includes maintaining a good relation with all the employees. In case employees are facing some problem, helping them out and counseling them.
- ✓ If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level then escalating the matter to next level.

### **Labour compliance/Statutory Provision:**

- ✓ Successfully completed the procedure for implementing Model Standing Order.
- ✓ Quarterly Return under Employment Exchanges (CNV) Act-1959 & other returns as per Workmen's Compensation Act-1923 (2010), Payment of Wages Act-1936, PF Act, etc.
- ✓ Checking Monthly bills of contractors for ensuring the statutory Compliance's.
- ✓ Maintaining MIS of Contractor as per the statutory compliance's.
- ✓ Contractor Audit for ensuring to maintain record as per CLRA Act 1970 & Factory Act 1956.
- ✓ As a Company representative, in my presence wages can be disburse to the workers through contractor.
- ✓ Its my responsibility as IR person I insure that workers can get minimum wages with other benefits as per minimum wages act, Bonus act, P. F. act, ESIC act & Contract labour act for his work through contractor.

### **Specific Targets**

- ✓ Ensures the implementation of statutory compliance's & other legal compliance's by Contractors & maintain record of the same.
- ✓ Provide a consolidated attendance (for all manual case) in excel by ensure that 100% attendance is provided before specified deadline to HO for salary process.

### **Training Attended /Personal Development**

- ✓ 2 days training program on ISO-14001 & OHSAS - 18001
- ✓ 2 Days Workshop of Training Procedure and Evaluation
- ✓ 2 days training program on Certified Internal Auditor for ISO-14001 & OHSAS - 18001.

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### **NOTABLE AVHIEVEMENTS**

- ✓ Received appreciation letter from Management for IR activity, as well as Employees for day to day interaction and coordination.

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### **QUALIFICATIONS**

2006	Masters of Business Administration – HR From SGB ,Amravati University
2002	Bachelors of Commerce From SGB ,Amravati University

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### **PERSONAL DETAILS**

- ✓ Residence : Narahari Nagar, Behind Tapar hostel, Near Khandekar Communication, Rajapeth, Amravati (M.S.) 444605

- ✓ Date of Birth : 12<sup>th</sup> March, 1978
- ✓ Nationality : Indian
- ✓ Languages : English, Hindi, Marathi

**Regards**

**Anand A. Londe**