

## CONTACT DETAILS

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## JOB OBJECTIVE

Strategic and detail-oriented HR & Operations professional with extensive experience in HR operations & HRBP, administration, budgeting, and stakeholder coordination, searching for senior-level opportunities to drive organizational effectiveness.

## EDUCATION

- 2013: Master of Human Resources Development Management (MHRDM) specializing in Human Resource, MET Institute of Management
- 2006: Bachelor of Management Studies, Mumbai University

## AREAS OF EXPERTISE

- Strategic Workforce Planning
- Employee Engagement
- Organizational Development
- Performance Management Systems
- Change Management
- HR Business Partner
- Contract Management
- HRIS & HRMS
- HR Process Administration
- Compliance and Regulatory Frameworks
- Talent Development
- Diversity and Inclusion
- Conflict Resolution
- Project Management

## TECHNICAL SKILLS

- UMOJA (ERP)
- MS Office Suite
- HRMS (INEED, FSS)
- RMS

# Chetan Vithoba Kadam

## Human Resources and Administration

## PROFILE SUMMARY

- Possess **over 16 years of experience** in leading strategic Human Resources and Administration and operations management across multinational and startup ecosystems, with deep expertise in HR generalist functions and process optimization.
- Driving seamless **end-to-end HR, budget, and procurement and project management** while ensuring full compliance with UN frameworks and policies.
- Proven track record in **full-cycle talent acquisition, contract management, and workforce planning, and HR generalist operations**, aligning recruitment strategies with organizational goals in complex international environments.
- Skilled in **budget forecasting, procurement lifecycle management**, and audit compliance, leveraging advanced enterprise tools such as UMOJA (ERP), FSS (HRMS), and INEED (CRM) to strengthen **financial governance and operational efficiency**.
- Displayed excellence in staff onboarding, orientation, and capacity building initiatives, fostering **diverse, motivated, and policy-compliant teams**.
- Recognized for stakeholder collaboration and cross-functional leadership, ensuring operational efficiency, regulatory adherence, and sustained organizational growth.

## WORK EXPERIENCE

### CTG (United Nations) | Bamako, Mali | Mar'24 – Nov'24

**Designation:** Senior Administration Specialist

#### Responsibilities:

- Drove end-to-end HR operations for MINUSMA FTS personnel, ensuring seamless execution of recruitment, deployment, job classification, and separation processes in line with UN policies.
- Worked as the principal advisor on staff conditions, benefits, and entitlements, enhancing employee clarity and compliance through proactive guidance and robust HR documentation.
- Administered onboarding, integration, and regulatory SOP management, acting as a key liaison with the MINUSMA Human Resources Office to support sector leadership on critical HR matters.
- Oversaw budgetary transactions, including cost estimation, commitment monitoring, expenditure tracking, and resource utilization within UMOJA, ensuring fiscal discipline and optimal use of allocated funds.
- Performed as a subject matter expert in UMOJA ERP, FSS, and INEED systems, supervising the full procurement lifecycle and contracting functions while driving efficient transactional workflows across HR and finance; leveraged MS Office for day-to-day administration.

### United Nations Volunteer | Bamako, Mali | May'22 – Dec'23

**Designation:** Budget Assistant

#### Responsibilities:

- Managed the full spectrum of HR services for FTS personnel, ensuring the effective delivery of recruitment, placement, onboarding, and separation processes in strict compliance with UN rules and procedures.
- Managed a \$90M annual budget, from proposal development to implementation and compliance with financial policies.
- Led and mentored a diverse team of eight local and international staff, driving collaboration, knowledge sharing, and delivery of key HR and budgetary operations.
- Provided guidance to staff regarding conditions of service, entitlements, and UN Staff Regulations, while supervising the onboarding and orientation of incoming international personnel.
- Coordinated with vendor to track leave, travel, and visa compliance for over 250 internationally contracted staff members, ensuring strict adherence to all applicable regulations.
- Developed and managed Statements of Requirements (SOR), Terms of Reference (TOR), and technical evaluations to meet operational needs effectively.

## AWARDS

- UN Service Award for outstanding contributions to organizational effectiveness.
- Trigyn Technologies Excellence Award for outstanding contributions to HR management.

## CERTIFICATION

- Power BI | 2021
- UMOJA Overview | 2020

## SOFT SKILLS

- Communication
- Analytical
- Problem-solving
- Leadership
- Teamwork
- Critical Thinking

## PERSONAL DETAILS

- **Date of Birth:** 30<sup>th</sup> June 1986
- **Languages Known:** English, French, Hindi, Marathi
- **Address:** Mumbai, India

### Trigyn Technologies (United Nations) | Bamako, Mali | Aug'13 – Apr'22

**Designation:** Budget and Administrator Assistant

#### Responsibilities:

- Delivered a wide range of HR services encompassing talent acquisition, onboarding, performance management, and emergency HR support, ensuring alignment with organizational goals and workforce strategy.
- Performed core HR generalist functions, including employee relations, grievance handling, policy interpretation, and routine HR administration to maintain a positive and compliant work environment.
- Managed end-to-end payroll processing, leave, benefits, HR database management, and performance appraisal cycles for 250+ international staff, ensuring accuracy, compliance, and timely disbursements through UMOJA (SAP ERP) and other HRMS platforms (FSS, INEED).
- Led and streamlined tracking and reporting of international staff movement, travel, and attendance, achieving an 80% reduction in processing time.
- Directed contract management and HR operations for over 250 international staff across Field Technology and support sections, ensuring full compliance with UN frameworks and policies.
- Led training & development initiatives, coordinating induction and orientation programs while identifying competency gaps to strengthen organizational capability.

### Trigyn Technologies Ltd. | Mumbai | Sep'09 – Jul'13

**Designation:** Senior HR Executive

#### Responsibilities:

- Orchestrated the complete recruitment lifecycle for IT and communications professionals on a global scale, employing strategic outreach methods such as headhunting, referrals, and field sourcing to attract top talent.
- Performed core HR generalist duties including employee relations, grievance resolution, policy interpretation, and routine HR administration, while coordinating closely with clients to address staffing needs and ensure service excellence.
- Directed global staffing efforts for critical UN field missions, ensuring compliance with rigorous hiring protocols and delivering seamless onboarding and background verification processes.
- Recruited over 200 global professionals across various technical disciplines and seniority levels for complex United Nations missions, ensuring alignment with organizational needs.
- Led the annual appraisal cycle for over 300 staff members, designing training programs that enhanced career development and aligned with organizational performance frameworks.
- Successfully improved the onboarding process, resulting in a 90% increase in new hire satisfaction scores, as measured by post-onboarding surveys.

### Global Innovsource Solutions Pvt. Ltd. | Mumbai | Nov'07 – Nov'08

**Designation:** Executive Recruitment

#### Responsibilities:

- Conducted international recruitment efforts for clients in the UK, Europe, Gulf, and Middle East, collaborating with major companies such as Ericsson, Vodafone, Alcatel-Lucent, and Nokia to fulfill their staffing needs.

### Duarz Placement Services | Mumbai | May'07 – Nov'07

**Designation:** IT Recruiter

#### Responsibilities:

- Sourced top-tier talent using platforms such as Naukri, Monster, Times Jobs, internal databases, and professional networks, ensuring a diverse pool of candidates for each position.