# BHUSHAN GOLATKAR

**Recruitment ~ Comp & Benefits ~Talent Management~ I.R. ~ Legal Compliances~ Engagement**

* Innovative, forward-thinking leader with 20 years of career leading complex HR initiatives; dynamic, knowledgeable and trusted advisor providing sound guidance to management and employees at all levels in all functions.
* Rich experience of **Employee Relations & Employee Engagement, Statutory Compliances, and Industrial Relations**.
* Expert in the areas of **Human Resources Planning, Recruitment, Induction, Compensation & Benefits, Talent Management, Performance Management and Learning & Development.**
* Significant experience of **Dealing with Unions, Govt. Agencies, Conducting Domestic Enquiries, handling Court Matters, legal drafting etc.**
* Proficient at developing and implementing systems for enhancing efficiency and employee welfare.
* Significant experience of implementing & evolving HR processes/manuals, compensation plans, incentive schemes etc.
* Excellent Written & verbal Communication Skills.

**KEY SKILLS ACQUIRED**

1. **Strategic Planning:** Able to align business goals with the needs of employees; Understands the concepts of continuous improvement and advocates for change both in business processes and within the HR Function. As a Strategic Business Partner, understand the talent need of the company, sourcing the right candidates for the company, setting their KRAs’, designing compensation for them, developing their knowledge, skills & behavior, evaluation of their progress, designing rewards & recognition for them. Thus, ensuring that the employees put in their best efforts to achieve organizational goals. Keeping top management updated on the legal front & ensures the statutory compliances.
2. **Industrial Relations**

* Issuing advice / warning / show cause letters and conducing **Domestic Enquiries**, issue of second show cause notice and further disciplinary action.
* Ensuring prompt resolution of employee grievances.
* **Negotiating and amicably settling disputes with the Union.**
* **Attended Court Matters** for various causes related to dismissal of employees

1. **Factory Administration / License / Statutory Compliance / Employee Welfare**

* **Registered Welfare Officer** as per the requirement under The Factories Act,1948
* Responsible for Health, Safety & Welfare of the workers.
* Taking care of Canteen, Transportation facilities provided to the workers.
* Responsible for Statutory Compliance under Factories Act, PF, ESIC, Contract Labour Act.
* Responsible for monitoring safety equipment’s / accessories provided to the staffs, fire extinguishers, conducting safety audits.
* License with Govt Agencies like Factory Inspector, Labour Commissioner Office, Municipal Bodies.

1. **HR Operations**

* ***Recruitment & Selection***
  + Management of the complete recruitment life-cycle for sourcing the best talent.
  + Planning human resource requirements of different functional areas and conducting selection interviews.
  + Adopting various methods of selections. Designing Job descriptions & Competency Profiling.
* ***Compensation & Benefits***
  + Design strategies to align the rewards with individual / team performance.-
  + Working out various remuneration policies and executing the same.
  + Stay abreast of market conditions through surveys and external networking and ensure competitive market-based pay structures are in place and link to overall business and organizational strategies.
* ***Performance Appraisal***
  + Setting of KRAs across all levels.
  + Managing Performance Appraisal process linked to Reward Management.
  + Coordinating in formulation & implementation of increment/incentive & remuneration policies.
* ***Learning & Development***
  + Identifying training needs across levels through PMS & Competency Based Training.
  + Conceptualizing & designing training & development initiatives to improve productivity, building capability and quality enhancement.
* ***Employee Relations***

Set up Grievance Redresser Procedure for employees.

Introduced Suggestion Scheme as a part of Total Employee Involvement.

Initiated Employee Engagement Activities like sports and games and other cultural activities as a measure of Team Building Exercise.

* ***Employee Engagement***

Created Communication channels for employees.

Celebrations of Birthdays, festivals, arranging picnics for the staffs.

Rewarding Star Performers quarterly & annually.

**CAREER SKETCH**

* **Currently working GKB Vision PVT Ltd. From** 27st January, 2022 till date as” **Senior HR Manager”**

heading Responsible for Human Resources activities for Navi Mumbai, Bangalore,Hydrabad,Delhi Chennai,Maduri,Kolkatta, Lucknow, Cochin, Jaipur,Ludhiyana,Ahmedbad,Surat locations.

**Helding all Plant HR Operations :- Contractual Manpower Planning , Industrial Relation , Union Handling , Statutory & Legal Compliances, Liasioning, Performance apprisal , Annual increment. Recruitment and selection**

**Time Attendance , Payroll, HRMS, security, Canteen, Transport , Houskeeping etc.**

* **LOBO STAFFING SOLUTIONS PRIVATE LIMITED.**

**Worked at Prabhadevi Mumbai From December 2020 till 31st August 2021 .**

**Manager –Legal & Compliance**

**Handling PAN INDIA- 350 + Clients**

**Job description**

**Roles and Responsibilities**

   Liaison with all government officials for labour law compliances.

   Attending Legal Internal / external audits / inspections at client’s premises and maintaining records for the same.

   Attending any legal proceedings in court and maintain minimal/nil exposure to lawsuits.

   Protect the interests of stakeholders and the company in accordance with company Human Resources policies and labour laws and regulations.

   Prepare and approve draft / final LOIs / Agreements.

   Maintaining Receipt/ submission of PF & ESIC Forms, PF Chillan’s and file returns as per due dates. Monthly, annually and semiannually submission of returns.

   Arrangement for submitting ESIC forms to Local Office, Collection the Temp/Perm Identity Cards,

   Timely submission of statutory payments like ESIC, P.F., Professional .Tax, L.W.F. Maternity benefits returns and other compliances etc.

   Co-ordination for rate of Minimum Wages / Special Allowance with respective Govt. Office. Notice for Rate of Minimum Wages and update the state wise rate of Minimum wages.

   Obtaining the license & renewal under the contract Labour Act as per client wise & region wise.

   Display of Abstract or notices under various labour laws.

   Keeping track of latest Government legislations affecting the contract staffing industry.

   Timely execution of all responsibilities that may be assigned to you by your Superiors.

* **EUREKA MANAGEMENT SERVICES**

Worked at Thane Mumbai June 2018 to December 2020.

HR - MANAGER

**Will be responsible for governance and guiding the team in the areas of Talent Acquisition, Performance Management, Talent Management, Industrial Relations, Payroll, Training and Development, HR Operations. Audits and legal compliance of factories.**

* **JOHNSONLIFTS PVT LTD.**

MIDC, Andheri Mumbai October 2016 to May 2018

Worked as **Manager – HR (Western Region)**, heading the HR for the Western Regions. Responsible for Human Resources activities for Mumbai, Navi Mumbai, Gujarat, M. P, Goa and Pune locations.

* Handles the entire gamut of HR activities from Recruitment to Exit.
* Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
* Provides HR policy guidance and interpretation.
* Develops contract terms for new hires, promotions and transfers.
* Provides guidance and input on business unit restructures, workforce planning and succession planning.
* Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
* Handles contract workforce and relevant compliances.
* Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
* **PRABHAT DAIRY LTD**

MIDC, Navi Mumbai

March 2015 to September, 2016

Worked as MANAGER – HR, heading the HR department at Mahape. Responsible for entire HR and IR activities.

* *Accountable for managing HR functions of 3 small Manufacturing Units involving Time Office, Recruitment, Induction, Payroll, Statutory Compliance, IR, Employee Relations, Court Matters, dealing with union & external political & Govt bodies etc. at factories as well corporate office.*

**Achievements**

* + - * Responsible for all HR activities of **3 small factories at Navi Mumbai -Mahape TTC MIDC**, handled more than 1500 workers.
      * Recruitment, Training, PMS for all 3 Factories,
      * Initiated various Employee Engagement Activities in the factories.
      * Initiated 100% attendance award for the workers in the factory to control their absenteeism.
      * Responsible for all kind of **statutory compliances.**
      * Formed works committee for the cordial relations between management and union.
      * **Dealing with internal union**, local political and Liasioning with government bodies.
* **AKASAKA ELECTRONICS LTD.** (ONIDA Group Company)

Mahape, Navi Mumbai April 2011 to March 2015

Worked as Manager – HR and Admin, heading the HR and Admin. Department at Mahape. Responsible for entire HR and Admin activities.

**Achievements**

* Initiated soft skill trainings for Supervisory Category of employees.
* Implemented effectively the statutory compliance for the factory under various labour legislations.
* Initiated **Domestic Enquiries** against more than 15 workers for misconducts like Refused to work, fighting on shop floor, absenteeism etc.
* **License with Govt. Agencies.**
* Successfully signed **Long Term Settlement** which was pending for more than 2 yrs.
* Designed and implemented **VRS** scheme.
* Main achievement was **Closure of the Plant**.
* Closed the factory on a good note with the union leaders and workmen.
* **CMI INDUSTRY AUTOMATION PVT.LTD**

(Group Company of FLAT PRODUCTS) Thane Mumbai April 2009 to April 2011

Worked as Asst. Manager - HR & Admin. Responsible for assisting the HR head in HR and Admin.

* Was heading H.R., Admin & Security depts.. Proficiently set up HR function involving Manpower Planning, Recruitment, Salary Administration, Employee Relations, Training, Legal Affairs, Vendor Management, Statutory Compliance, etc. with a team of 4 members.

***Achievements***

* Initiated Cost-Effective Recruitments.
* Initiated various **training programs** for staffs at various levels.
* Designed **Performance Management System, Rewards & Recognition** program to bring about the cultural changes.
* Designed the **HR Policy Manual** and the I**nduction Manual**.
* Monitor the **HR budget** for the team.
* Designed **Skill Matrix** for all positions
* Successfully completed all kind of **Statutory Compliances** important for business.
* **Dealing with unions,** locals & Mathadis.
* Attending **Court Matters,** support the company lawyers for **drafting** and follow up of cases.
* Initiated programs like Blood donation camps, tree plantations etc., towards **Corporate Social Responsibility**
* **License with various government agencies.**
* **CAMLIN LTD**

Mumbai January 2008 to April 2009

Worked as Asst. Manager - HR & Admin. Responsible for assisting the HR head in HR and Admin.

* Heading H.R. function of the Manufacturing Unit in Mumbai. Responsible for Factory Administration, Statutory Compliance, Employee Welfare, Industrial Relations, Dealing with Union, Salary Administration, Training, Legal Affairs, Contract Labour Management, License with Govt. and political bodies etc. with a team of 6 members.
* **MONGINIS FOODS PVT LTD.**

Mumbai November 2005 to December 2007

Worked as Officer – HR and Admin.

* Responsible for Recruitment, Compliance, PMS, etc.
* Successfully set-up HR & Administration Department in 25 years old company.
* Designed, implemented & streamlined HR Policies, Process & Practices in the organization.
* Implemented Attendance Management Systems, Payroll Software, Contract Management Systems, Visitor Management Systems, Security Management Systems.
* Performance Appraisal System.
* **VISUALAN TECHNOLOG PVT LTD**

February 2001 to November 2005 Sr. Executive – Human Resource.

Heading the HR and Admin at Mahape.

***Achievements***

* Initiated Cost-Effective Recruitments.
* Initiated various **training programs** for staffs at various levels.
* Designed **Performance Management System, Rewards & Recognition** program to bring about the cultural changes for Tran smart.
* Designed the **HR Policy Manual** and the I**nduction Manual**.
* Monitor the **HR budget** for the team.
* Designed **Skill Matrix** for all positions
* Successfully completed all kind of **Statutory Compliances** important for business.
* **Dealing with unions,** locals & Mathadis.
* Attending **Court Matters** support the company lawyers for **drafting** and follow up of cases.
* Conducting **Domestic Enquiries** for various acts of misconducts & taking appropriate disciplinary actions.
* Initiated programs like Blood donation camps, tree plantations etc., towards **Corporate Social Responsibility**
* **License with various government agencies.**
* **WMI CRANES LTD.**

March 1998 to January 2001

Worked as Personnel Officer

* Responsible for Factory Administration, Statutory Compliance, Employee Welfare, Industrial Relations, Dealing with Union, Salary Administration, Training, Legal Affairs, Contract Labour Management, License with Govt. and political bodies etc. with a team of 6 members.

**EDUCATIONAL QUALIFICATION**

* **Masters in Labour Studies** from Maharashtra Institute of Labour Studies, Mumbai University as specialised course for Industrial Relations and Human Resource Management in the Year 1997.
* **L.L.B.,** from Mumbai University with special subject Labour Welfare and Criminology in the Year 1994.
* **B.A .(Sociology )** from Mumbai University Year 1991.
* **Registered Qualified Maharashtra Welfare Officer under Factories 1948**

**PERSONAL DETAILS**

**Current Address :** D-11, New Natraj Society, 6thPestom Sager Road,

Chembur, Mumbai - 400 089.

**Alternate Address :** Flat 12A- 301, Green Acre, Village Vakad, TalukaPanvel Dist. Raigad

Panvel.

**Last Drawn CTC : 9.90 Lac P.A + Mediclaim + Bonus + Bonus Shares.**

**Expectation : 14 lac P.A CTC.**

**Contact No. :** 8828325283/ 98330 52588 /

**Date of Birth :** 1St December, 1970.

**Marital Status :** Married.

**Email address :** [bhushan1270@yahoo.com](mailto:bhushan1270@yahoo.com)

**Languages Known :** Marathi, Hindi & English.