

CONTACT

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SKILLS

- Proficiency in MS word
- MS Power Point with a good knowledge in computer
- MS Excel
- MS Outlook

EDUCATION

Master of Business Administration (MBA) -
SMU University, Mumbai

Master of Science- (M.Sc-Electronics)
NMU, Jalgaon (2002-2004)

Bachelor of Science
(Physics)1999- 2002
NMU UNIVERSITY

Mohan D Joshi

SENIOR MANAGE IN HR SECTOR- PEOPLE & CULTURE



SUMMARY

Post Graduate Professional in **MBA & M.SC** with **18 years** of successful experience in managing Talent acquisition Learning & Development, Performance management, Employee Engagement & Office Administration, and vendor management.

I possess excellent communication and interpersonal skills along with an ability to approach situations strategically and innovatively. I am organized and proactive with thorough knowledge of my domain and an ability to quickly acquire knowledge and understanding of any new requirement.

ROLES & RESPONSIBILITIES

(AUG 2023 - Present)-TNS Pharma Pvt Ltd- HR Manager

Recruitment

- Based on Approved manpower budget sourcing and selecting the talentsto fulfill staffing within the time period
- Coordination with the Technical panel and understanding their requirements and accordingly drafting a job description and getting it approved by the concerned person.
- Communicate the requirement/employment details to the appliedcandidates.
- Sourcing candidates through Job portal (Naukri and LinkedIn) or else internal reference, Campus, headhunting based on desired skills and experience and validating them on their experience and interest in the position
- Conducting telephone/Skype and Personal interviews in coordinationwith department heads.
- Candidate management including salary negotiations, notice period issues.
- Maintained a database of the candidates attending interviews.
- On selection of the candidate, do background verification & Issue of Offer Letter
- On Joining the services, issuing appointment letter, ID Card, Visiting Card,
- Mobile Phone & Laptop with generating official email id
- Assist new hires on policies, processes, and systems of the company
- Conduct the orientation and induction for new hires.
- Maintaining all employee's personal files and records.

Learning & Development

- Identifying the Training needs, preparing the Training Calendar by discussing with all the department heads.
- To identify / analyze the need, impart and measure the training effectiveness through Questionnaires.
- Impart training for the employees based on the analyzed needs and requirements of the employees / HODs
- Evaluate the Training, prepare the reports and update the same to Corporate, Plant Head and HR.
- Prioritize, analyze (Technical, Behavioral and Functional) and Coordinate the training Program as per schedule.
- To maintain the documents of all training related activities as per therequirements of QMS and update training records as per SOP. Identify internal trainers in all the units for the training to be a continuous process

Performance Management

- Taking care of performance appraisal process, giving inputs to Head HRto process the salary increment, promotion, etc
- Issue of Promotion & Increment process based on the performance appraisal through their individual KRA letter by the HOD, Functional andUnit Head. Coordinating with HOD and submitting the Appraisal to Head HR

Employee Engagement

- Effectively managing welfare measures, management-employee get-together, and parties.
- Developing employee engagement programs like Initiated and administering a welcome-mail policy to all new joiners, Birthday celebrations, Annual day Celebrations, Conducting various sports activities, Cultural programs & Various competitions to make the workplace more fun.

HR compliance responsibilities

- Collaborating with the legal department to communicate the associated requirements with every applicable HR-based regulatory and legal and compliance training programs.
- Getting updates on every employee-based regulatory and legislative changes and/or modifications and ensuring that developments in rules and policies are restructured with HR practices, articles, policies, and systems.
- Researching changes in rules and regulations, analyzing their effect on the company, and communicating findings report to board of directors.
- Draft procedures, processes, and policies to facilitate a better compliance stance in the company.
- Responsible for the preparation and delivery of compliance-based communications and training to employees.
- Conduct employee-related investigations as directed by the stakeholders.
- Handling sensitive employee data or reports in a discreet manner.

ACHIEVEMENTS

- Hosted corporate events and workshops
- Help the managers to train employees in the areas of Soft skills (Communication, Time Management)
- Completed competency mapping course.

Previous Experience-



-Suzlon Energy Ltd- Sr.HR Manager(Jan 2015 - AUG 2023)

Wipro Info Tech Limited (HR-IT) Engineer IT Service (Nov 2010 to Dec2014)



As with a niche to HR activities,

technical Background, I got opportunity to get in a well-known IT company "Wipro" to work in IT service delivery Operations. Following were the task assigned to me which has been an added new feather in HR IT domain for me.

- Responsible for assisting Service Delivery team in delivery IT services to R&D throughout the service lifecycle within agreed service levels.
- Supervise and provide transparency on the maintenance of R&D applications security, availability, outage serviceability. Implement and coordinate efforts of suppliers' operations teams to lead and maintain Business.
- As Usual service, including the access management and provision of the R&D systems. Lead all aspects of the general health of the live service required to meet business requirements.
- Implement support that adheres to security standards (security strategy set by our Product Security team and our Enterprise Security Operations team).
- Ensure that all IT Service Management processes, Service Level Agreement and Underpinning Contracts are appropriate for the agreed service level targets.

Sun Pharmaceutical Industries LTD (since Oct 2004 to May 2010)

**HR –Sr.Officer(Grade-1) from Rank One Management
Consultant)(Jun 2004-SEP 2007)**

**HR – Executive from Rank One Management Consultant) (Since
Oct 2007-Nov 2010)**

- I have been selected directly from Campus being the active alumni. And, job in Pharma segment was my priority as per my qualification.
- Here as a Customer Support HR - Counselor, I was given opportunity to work independently in order to support our client across the globe along with dealing with technical teams. I was able to manage following tasks assigned to me flawlessly due to my technical knowledge and verbal and written communication skill.

- HR counselor-Engaged in shortlisting the suitable candidate so that company can initiate the process of recruiting amongst the best one.
- HR Core activities included but not limited to offer letter making, Induction, exit formalities, various letter preparations. HR & Admin activities include vendor management, visiting offices of the company.
- With flavour of good communication skills and learning attitude, I was assisting the HR Managers in HR activities.
- This was all related to service management which were also Needed to HR Support.