

Yogendra Mahajan

Mumbai, India

Mobile: +91 9867001302

Email: yogendra.mahajant@gmail.com

Career Objective

Highly motivated, result-oriented professional with over 13 years of experience in HR, IR, and ER within the manufacturing and banking sectors. Possesses strong interpersonal and communication skills, supported by a high level of professionalism and enthusiasm.

Key Skills

- Employee Relations 2. Industrial Relations 3. Statutory Compliance 4. Labor Laws (PF, ESIC, LWF, Labor Department) 5. Conflict Resolution 6. Grievance Management 7. Collective Bargaining 8. Disciplinary Actions 9. Compliance Audits 10. HR Policies and Procedures 11. Employee Engagement 12. Training and Development 13. Mergers & Acquisitions (HR) 14. Workplace Investigations 15. Organizational Change Management 16. Labor Dispute Resolution 17. Regulatory Compliance 18. Labor Law Advisory 19. HR Strategy 20. Risk Management
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Responsibilities Handled

- Labour Cases
 - Statutory Compliances
 - Audits and Inspections
 - Employee & Dependent Benefits/Grievances
 - Recruitment and Full & Final Settlement
 - Union Handling
 - Payroll
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Professional Experience**Deputy General Manager – HR & Compliance**

PGPL, Hyderabad

September 4, 2023 – July 12, 2024

Andhra Pradesh & Telangana Zone

Payroll Management

- End-to-end payroll processing.
- Prepared payroll processing data and records by gathering, calculating, and inputting data.
- Handled employees' queries about wages, deductions, attendance, and salary.
- Adhered to payroll policies and procedures and complied with relevant laws.
- Identified, investigated, and resolved discrepancies in paysheets and payroll records.
- Managed attendance through the HRIS system.
- Received and coordinated requests for leaves and other absences.

Compliance Management

- Developed and oversaw control systems to prevent or handle violations of statutory compliance, legal guidelines, and internal policies.
- Evaluated the effectiveness of controls and continuously improved them; managed Compliance Plan and Controls Assurance.
- Revised procedures and reports periodically to identify hidden risks or non-compliance issues.
- Implemented the company's compliance management policies, procedures, and SOPs.
- Collaborated with other departments/teams to monitor the enforcement of standards and regulations.
- Assessed the business's future ventures to identify possible compliance risks.
- Prepared reports for senior management and external regulatory bodies as needed.
- Conducted internal compliance meetings with relevant stakeholders at regular intervals to discuss actions taken on past reports, current issues, and to firm up a compliance program.
- Managed information flow by researching, recording, and analyzing data to ensure smooth business operations without compliance risks.
- Acted as a liaison between department heads and senior management in compliance-related matters.
- Conducted internal reviews and audits.
- Reviewed and contributed to the development of relevant policies and procedures.
- Followed up on compliance issues that required investigation.

Audits

- Served as the primary liaison for all internal and statutory audits related to the compliance function; coordinated and provided all necessary information, documents, and responses requested by auditors.
- Ensured that all audit findings were addressed promptly and adequately.
- Maintained records of all audits.

Reports & Returns

- Ensured all data was provided in time for timely remittance of challans.
- Coordinated with clients to obtain proper documentation for applying for licenses.
- Ensured all licenses, renewals, and amendments were completed promptly.
- Ensured returns under CLRA, Shops & Establishment Act, PT, ESI, Bonus, and LWF were filed on time.

Zonal Lead – Compliance

G4S, Hyderabad

May 16, 2022 – September 3, 2023

Andhra Pradesh & Telangana Zone

- Liaised with statutory bodies under labor laws for registration, licenses, renewals, etc.
- Identified all labor legislation governing the company's operations and each client.
- Monitored disciplinary issues and legal matters.
- Ensured timely compliance for all clients.
- Ensured 100% compliance under various acts like Bonus Act, Maternity Act, Contract Labor Act, Shops & Establishment Act, and W.C. Act.
- Provided guidance and updates related to labor law amendments/notifications.
- Stayed informed about industry changes, trends, and best practices, assessing their potential impact on organizational processes.
- Dealt with union office bearers and committee members on various IR matters.
- Attended audits on monthly/quarterly/half-yearly/yearly bases, ensuring all documents complied with CLRA.

- Familiar with audit tools like Compliance, Accent, Cquel, Comply4, or other client internal compliance tools; ensured timely document uploads and 100% scores.
- Conducted and closed disciplinary cases adhering to the principles of natural justice.
- Implemented improvements in communication, monitoring, or enforcement of compliance standards.
- Analysed data for internal audit results, non-conformities, effectiveness of controls, and corrective actions.
- Coordinated with company advocates and attended various legal matters in respective courts. Coordinated with internal legal and finance teams for various IR-related matters.
- Handled top clients' audit perspectives, including Bank of America, HSBC, ICICI, JPMC, Tech Mahindra, EY Global, WIPRO, TCS, Capgemini, Amazon, Accenture, CTRLS, Cognizant, Google, Flip kart, SCB, Vedanta, Ultratech, Rain Cement, Torrent Pharma, etc.
- Managed lifecycle activities of all employees.
- Ensured timely payment of salaries/wages, including allowances.
- Validated payroll and attendance.

Regional Manager – Personnel, Legal & Admin

TOPS Security Ltd., Goregaon

March 2017 – March 2022

- Handled personnel-related legal issues, prepared briefs, and coordinated with the legal department.
- Ensured 100% adherence to compliance under different state acts and other regulatory bodies.
- Represented the organization in personnel legal matters.
- Ensured compliance with labor acts, including minimum wages, payment of wages, contract labor, ESIC, Workman Compensation Act, Employee Provident Fund Act, and MSGB.
- Secured licenses for all applicable acts in the establishment.
- Prepared and submitted all respective returns (monthly/quarterly/half-yearly/annual) under the respective acts.
- Maintained all statutory registers, forms, and complete documentation.
- Coordinated HR audits, including payroll audit, PF liability audit, personal file audit, actuarial for gratuity, leave encashment, headcount, etc.
- Coordinated with payroll for salary processing.
- Monitored daily headcount and reconciled with monthly records.
- Coordinated with government officials for license renewals.
- Monitored the costs incurred in compliance, ensuring alignment with organizational guidelines.

Senior Manager, Human Resource, Industrial Relations, and Admin

Shreeji Wire Industries

Nardana Block, Shindkheda, Dist-Dhule

September 2015 – February 2017

- Maintained cordial industrial relations through initiating settlement proceedings.
- Assisted management in diffusing potential union issues; negotiated charters of demands.
- Resolved workers' grievances related to bonuses, uniforms, etc.
- Administered resource allocation and employee management.
- Ensured compliance by obtaining, amending, and renewing various statutory licenses.
- Designed and implemented lawful formats and documents for contractual labor.
- Handled 5-S audit and implementation on the shop floor.
- Managed personnel records, including attendance and leave.

Regional Manager (HR, Admin, and Development)

BHR

Rajasthan & Delhi

February 2013 – August 2015

- Collaborated with management and department heads to implement HR policies aligned with organizational objectives.
- Managed recruitment life-cycle, sourcing talent for new and existing branches.
- Conducted induction and orientation programs for new recruits.
- Updated staff details in the Human Resource Management System (HRMS).
- Developed and maintained MIS and operational reports, including attendance and leave records.
- Ensured adherence to statutory compliances relevant to banking operations.
- Organized and conducted festivals and events, enhancing employee engagement.
- Implemented disciplinary actions to address absenteeism and misconduct, reducing incidents.
- Streamlined processes through successful implementation of new measures.
- Prepared job descriptions for higher-level positions, facilitating successful recruitment.
- Led induction sessions, receiving commendations for effectiveness.
- Counselling and retained potential exit candidates in coordination with operational heads.
- Developed hiring plans, ensuring alignment with organizational goals.
- Administered compensation and benefit plans.
- Assisted in talent acquisition and recruitment processes.
- Supported employees in HR-related matters, resolving issues promptly.
- Promoted HR programs to create an efficient and conflict-free workplace.
- Contributed to the development and implementation of human resource policies.
- Undertook tasks in performance management.
- Gathered and analysed data with useful HR metrics.
- Maintained employee files and records in electronic and paper formats.

Senior Officer

Ashoka Buildcon Ltd

January 2011 – December 2012

- Maintained a comprehensive employee database with relevant information.
- Prepared payrolls and managed leave records.
- Assisted new employees with orientation to dealership policies.
- Ensured adherence to the annual training plan.
- Facilitated performance appraisals.
- Generated MIS reports on employee satisfaction surveys and exit interviews.

Education

- **MBA in HR & Marketing**
ICFAI
 - **Bachelor of Business Studies (HR)**
North Maharashtra University
 - **Higher Secondary Certificate (10+2)**
Nasik Board, Maharashtra
 - **Secondary School Certificate (10th)**
Pune Board, Maharashtra
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Personal Details

- **Date of Birth:** 15th October 1983
- **Gender:** Male
- **Father's Name:** Mr. Bhagawat
- **Marital Status:** Married
- **Languages Known:** Marathi, Hindi, English

Place: Mumbai
Yogendra Mahajan