

Nandini Deshpande

HR Manager

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SUMMARY

HR manager with 9 years across manufacturing and IT services, currently responsible for 640 employees on two sites. Runs payroll and statutory compliance without findings, handles employee relations cases end to end, and has taken voluntary attrition from 24% to 13%.

EXPERIENCE

● HR Manager — Vaidya Precision Industries

08.2021 – Present

- Lead HR for 640 employees across two Pune sites with a team of four, covering the full employee lifecycle.
- Own statutory compliance — PF, ESI, gratuity, Shops & Establishments, contract labour — with no adverse findings in four consecutive audits.
- Run monthly payroll for 640 staff through Darwinbox, cutting payroll queries from 70 a cycle to 18 by fixing the attendance integration.
- Reduced voluntary attrition from 24% to 13% over two years through stay interviews, a revised shift allowance and a first-line manager training programme.
- Handled 31 employee relations cases including 6 POSH complaints, running investigations to documented closure.
- Redesigned the performance management cycle around quarterly check-ins; completion went from 62% to 96% of employees.

● Assistant Manager, HR — Trilok IT Services

04.2018 – 07.2021

- Managed onboarding and offboarding for 180+ hires a year, cutting time-to-productivity by standardising the first-30-days plan.
- Coordinated campus hiring across six engineering colleges, closing 45 fresher roles in a single season.
- Maintained HRIS records and generated the monthly headcount and cost dashboards for leadership.

● HR Executive — Trilok IT Services

06.2016 – 03.2018

Supported recruitment coordination, attendance and leave administration, and employee record-keeping for 300 staff.

EDUCATION

● MBA, Human Resource Management — Symbiosis Institute of Business Management, Pune

06.2014 – 04.2016

● B.Com. — Savitribai Phule Pune University

06.2011 – 04.2014

SKILLS

Statutory compliance (PF, ESI, POSH), Payroll management, Employee relations, Performance management, Talent acquisition, Onboarding & offboarding, HRIS (Darwinbox, SAP SuccessFactors), Attrition analysis, Learning & development, HR dashboards & reporting, Industrial relations

LANGUAGES

English (Fluent), Marathi (Native), Hindi (Fluent)

CERTIFICATIONS

POSH Certified Internal Committee Member, SHRM India (03.2022)