
Profile Summary:

Spearheading efforts across Developing, Managing & Monitoring the Performance of Multi-skilled work force & ensuring smooth implementation of H.R. Policies, Manpower Recruitment Planning & Budget, Payroll, Leaves Policy & Compensations, Training & Legal liaising, Business Development & Administration procedures including Vendor & Facility Management.

PROFESSIONAL SKILL SCENARIO

- With over 18+ years of Comprehensive Experience in Human Resource Management, General Management, Facility Management, Vendor Management, Sales Administration at Senior Management Level position.
 - Exceptional Leadership Experience, Strategic Thinking with Tactical Action to drive company target results
 - Strong Analytical, Problem-solving Skills along with Communications skill.
 - Pro-active decision maker, committed & implementing innovative policies, having excellent Time Management
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PROFESSIONAL EXPERIENCE

SM Express Logistics Pvt Ltd.
(Logistic Industry)

Sr. Manager – HR & Admin
Feb'2024 to Jun'2025

Monitoring and supervised HR company policies and its operations, ensuring alignment with overall office administration, including Vendor's & Facility and payroll process Management.

- Managed end-to-end recruitment, job posting and selection processes, including Joining onboarding, induction, employee retention strategies, reference Check, salary Negotiation and exit interviews.
 - Responsible for making company policies, Talent Acquisition & Recruitment Strategy, Employee Benefit Policies, Full & Final Settlements, and Maintaining Employees Master Database.
 - Acted as a bridge between management and employees by effectively addressing concerns, grievances, and demands to maintain a healthy work environment.
 - Oversaw performance appraisal systems to foster a high-performance culture across the organization.
 - Reported key HR metrics and analytics to senior management, supporting strategic decision-making.
 - Ensured full compliance with legal and regulatory requirements related to all aspects of human resource management.
 - Conduct Induction Program, Employee Engagement program, various training program as per the requirement.
 - Responsible for day-to-day Planning and end-to-end Admin's daily activities & HR operations.
 - Handled daily administrative operations including facility management, vendor coordination, AMC control, Pantry, storekeeping and office maintenance.
 - Coordinated administrative procedures & introduced systems to streamline internal operations and improve efficiency. (renewal of vendor's AMC based on service performance)
 - Assessed organizational training needs, developed relevant training programs, and ensured their effective implementation and monitoring.
 - Plan & execution of various official formats, reports and different HR initiative policies.
 - Supervise Payroll (Boost) HRMS Systems Process timely & accurate manner to maintain Employees Records, monthly Attendance, Salary Calculation & deductions, Maintaining Statutory details, Leaves updates, Master database updates, Compensation etc. (Nitso emp user app) Applied TAT date process.
 - Planning and coordinating administrative procedures, systems & Devising ways to streamline processes
 - Ability to handle peoples, analyze and predict bottlenecks/ issues & their solutions.
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- Supervise Talent Acquisition & Recruitment Strategy Inductions & Selection, Onboarding joining formalities, Employee Benefit Policies, Reference Check, Salary Negotiation, Compensation Benefits of ex -employees, and exit interviews, F & F Settlements, and maintain & updated Employees Master Database.
- Plan & Execution of Various Official Formats & Reports and different Human Resources Initiative Policies.
- Monitoring Payroll Systems Process timely & accurate manner to maintain Employees Records, monthly Attendance, Salary Calculation & deductions, Leaves Card, benefits of Taxes, Compensation etc.
- Scrutinized & Verified Reimbursement Travelling Expenses, Business Incentives & Compensation
- Training & development organized various Training programs as per the requirement of the organization.

Planning & coordinating administrative procedures, systems & devising ways to streamline process

- Ability to handle peoples, analyze and predict bottlenecks/ issues & their solutions.
- Responsible for day-to-day Planning and end-to-end Admin's daily activities & Facility management.
- Controlling on AMC Vendor Bills, Pantry, Storekeeping, Printing & Stationeries & Office maintenance.
- Monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Experience of Creating L & D strategy aligned with Business Goals which are measurable
- Responsible for a flawless communication with the Employees & timely resolution of employee grievances and harmonious working environment at all levels.
- Working for Key governance activities i.e. Planning, Budgeting, forecasting, process management, compliance, space utilization and other general administration activities. Also accountable for internal and external administration of audits and actions thereafter.

PRIYA ENTERPRISES
(Ronald Kitchen Appliances- Borivali)

SR. MANAGER - HR & ADMIN
June 2014 – Feb'2018

Maintaining a flawless communication with the Employees & timely resolution of employee Grievances and harmonious working environment at all levels.

- Entrusted with, the task of maintaining Data base of all employees & business sales track-sheet.
- Preparing various admin official formats, reports, Field compensation, Leaves updating & Payroll.
- Responsible for documentation of employees Joining & Exit formalities and Controlling Attrition
- Arrangement of Various activities like Business Seminars / Conferences / Training / Teambuilding activity, etc.
- Making effective contributions in Recruitments, induction, selection and deployment of staff members and monitoring their performance levels to ensure highest efficiency levels on a regular basis.
- Performance review schedule of every Quarter of the year, based on Sales & Target achievement.

QUANTUM LIFE CARE PVT LTD.
(New Startup -Pharma Company, Ghatkopar)

Manager – Sales Admin & HR
Mar'2011 – May'2014

Responsible for HR Generalist functions, Sales Admin Support & updating Pharma Admin policies and its process by Company Guidelines.

- Coordinating & conducting new employee's orientation for field recruitment and managing all the HR functions of employees joining formalities and as well Termination Procedure & Compensation Benefits of ex-employees, and exit interviews.
- Maintaining the database of all employees Personal & Sales performance records.
- Responsibility of monthly Payroll Administration, Attendance of monthly scrutinized for 55-60 employees.
- Travelling Expenses for reimbursement, performance management reviews & Compensation.
- Coordination with entire workforce of Sales Team, about to track their Calls & business
- Responsible for all employees' statutory obligations, data inputs as per Govt. norms
- Managing to all Sales Admin-Review MIS on monthly and quarterly basis, in a Review meeting,
- Maintaining Screening & Scrutinizing of Travelling Expenses, Employees documents proofing too.
- Identify & delivering Training to improvise the performance and productivity of the business.
- Conducting Annual Performance Management system Attrition Controlling, Planning Awards and Rewards, Recognition and Welfare scheme, and Legals & Statutory Compliances.
- Contribution to team effort by accomplishing related tasks as needed.

Admin Support, developing & Updating Pharma Admin policies & Its process by Company Guidelines

- Addressing H.R. issues & implementation of administration process for Spectra & Select division employees.
- Assist in conducting new employee's orientation programs induction-selection, joining & exit formalities.
- Maintaining of all employees Personal & Sales performance records in Database.
- Manage Payroll monthly Leaves & Attendance for 250-300 divisional employees, across Spectra & Select
- Maintaining Travelling Expenses Reimbursement, Performance management reviews & compensation.
- Responsible for Termination or F & F Procedure & Compensation Benefits of ex-employee across 4 division
- Maintaining employee's statutory obligations i.e. provident fund / ESIC / P.T./ Gratuity/ Bonus / Medical and LTA reimbursement etc.

TYSON ENTERPRISES Pvt. Ltd.
(Abroad-base job consultancy-Kalaghoda Mumbai)

Executive Administration
June'2001-June'2007

- Operating Candidates Data Bank with their supporting documents and filling records in the store room.
- Screening CV's & arranging the Interviews of Candidate with Correspondence (Fax / Filling / Tele Calling)
- Preparation for Selected Candidates by Gulf Clients further process (i.e. Medical, Passport, Visa, Air Ticket)
- Assisting Recruiters for Coordinating of scheduled Interviews for Gulf Countries and managing all the functions of employee's departure to their gulf employers joining formalities.

EDUCATIONAL SKILL SCENARIO

- ❖ **PGDBA in HR & IR diploma from Welingkar Institute of Management, Matunga**
- ❖ Bachelor of Arts, Mumbai University in 2000-01 (Psychology)
- ❖ S.S.C. - A.G.H.S. Mumbai Board in 1993-94 and H.S.C. (Commerce) in 1997-98
- ❖ **Proficiency in Computer & It's Operations:** MS-Office 2010 and Web activities: Job Portals

PERSONAL DETAILS

Date of Birth: 3rd August, 1978

Place of Birth: Andheri, Mumbai.

Marital Status: Married

Languages: English, Hindi, Marathi, Gujrati

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Nilesh D. Rahate

Date: / / 2025