

# Nitin Tekawade

Professional with over 25 years of experience in  
Operation Management / Reporting & Analytics

✉ tekawade.nitin@gmail.com

📞 9822 083 519

<https://www.linkedin.com/in/nitin-tekawade-84b07610/>

## Area of Expertise:

- ✓ Operation Management
- ✓ Policy formulation for all administrative functions
- ✓ Compliance Management (RBI, ROC / MCA, Banking, FDI, Labour, Income Tax)
- ✓ Department Process Setup
- ✓ TPN (MPAA, CDSL) Content / Data Security Practices & Audits, Process Audits
- ✓ Performance Management, Quarterly Evaluations
- ✓ HR Analytics
- ✓ HR Operations
- ✓ Administration & Facility Management
- ✓ Vendor Evaluation & Management
- ✓ ISO 9001:2000 implementation

## Learning & Professional Development



eMDP in People Analytics from XLRI, 2020

## Education Qualification



LLB, 2023

Advanced Diploma in Business Administration from Welingkar Institute, 2015



B.A from Pune University – 2009



Data Preparation & Computer Software - 1996

## Computer Proficiency:

- Windows 10 / 11
- MS Office 2019 / Office 365
- Excel Expert
- Communication S/w; Teams, Zoom
- Workday HRMS Implementation & end-user experience
- Various different office automation & collaboration s/w

## Trainings:

- LMT (Lead My Team)
- IQA (Internal Quality Auditor) ISO 9001:2000
- Communication Skills & Leadership Development
- Organization Structure & Team Development

## PROFILE SUMMARY

Professional with experience in IT/ITES, Animation & VFX, Construction, Power & Engineering and Manufacturing industries. Having worked in different roles for more than 25 years, the experience is enriched with initial hands-on roles giving in-depth variety & rich exposure to almost all functions like; HR, Administration, IT, Finance, Production, QA and overall Operations of the organization. Currently handling Operations / Business Operations & Reporting and Analytics functions.

## Highlights of major responsibilities handled:

### ■ Operation Management

- Experience in handling overall Operations.
- Responsible for Design and Implementation of Legally compliant, Cost effective and Employee friendly Operational management Processes and Best Practices. Formulating and implementing business strategies, improving performance, resources management and compliance.
- Budget Preparation & Analysis, Handling complex MIS, Management Reporting, Report development, Performance Management development and analysis, Office Administration & Operation Management.
- Compliance Management (RBI, ROC / MCA, Banking, FDI, Labour, Income Tax)
- Budget / Forecasting. Opex/Capex, AMC preparation, evaluation, assessment, review and tracking
- Setting up Content Security practices, including designing of Security Council/framework, Security policies, gap analysis, risk assessment & management, access matrix, disaster recovery & emergency evacuation, internal and external audit preparation & execution.
- Identification, Formulation and assessment of organizational policies for support functions like; HR, Admin, IT, Security, Management & Production.
- Identification and drafting and legal vetting of various legal documents.
- Assessed, Designed & Implement department specific and overall SOPs for HR, Admin, Production, IT etc.
- Setting up process to gather Production data for calculating employee efficiency & performance.
- Development & implementation of data driven annual Performance review and Management appraisal system.
- Development & implementation of data driven Quarterly Evaluation system for timely feedback and improvement of employee
- Complete assessment to setup a new department including; Business Plan, Requirement assessment, feasibility study, process flow, reporting matrix, manpower & recruitment assessment and overall implementation, inspection and control of the department.
- Have set up various operations processes includes; Purchase & Store inventory department, Overtime, Data Management, QA Practices, employee transportation, departmental Production data management etc.
- Office Administration & Facility Management

### ■ Reporting & Analytics

- Development & implementation of process wise production data reporting templates
- Development & implementation of annual increment calculation structure using high level formulas and relevant formats includes; Attendance report, punctuality report, quality score reports.
- Developed the conceptual salary correction methodology using compa-ratio with internal and industry reference.
- Developed reports across all units/BUs/Departments at process or operational level and facilitate corrections based on requirements, demands and variations.
- Assessment, development & implementation of hierarchy level reporting structure.
- Handled complex MIS. HR, Admin, IT Budget analysis.

▪ **HR Analytics:** Effectively delivered critical MIS reports using the large amount of data generated from each process. This includes resignation analysis, long hours analysis, attendance analysis, employee benchmarking w.r.t. skills and salary.

▪ **HR Operations:** Project based, timeline driven approach for this vital function of overall HR delivery function. Have know-how of functions like Payroll, Attendance, Statutory Compliances, Joining & Induction, Background Verification, Exit Formalities etc.



**Ltd.** as Manager –Operations (Sep 2024-Till Date)

**Company Profile:** EIRIS Innovations is a subsidiary of EIRIS Solutions LLC, and serves as key hub for software development and engineering. Contribute to delivering cutting-edge software solutions that enhance network infrastructure resilience and reliability across electric, telecommunications, and gas industries through interoperable and standards-based software solutions.



**India Pvt. Ltd.** as Manager – Business Operations (Mar 2023-Aug 2024)

**Company Profile:** Streamland Media India is subsidiary of Streamland Media Inc, home to Picture Shop, Ghost VFX, Ingenuity Studios, Formosa Group and Picture Head. Provides post production expertise across the globe; offering Picture, Visual Effects, Sound and Marketing services to the industry.



Pune (Mar 2013-Mar 2023) as Manager – Reporting & Analytics, reporting to COO & MD.

**Company Profile:** A captive IT/KPO setup for Animation, VFX & Stereo Conversion, Tracking & Editorial of about 1500+ headcount. Parent company Deluxe Entertainment Services Group is a 103-year-old US based MNC in Media Industry.



**Ltd.** Pune (Mar 2009 – Feb 2013) as Executive Secretary, reporting to Director

**Company Profile:** Kalyani Global Engineering is a "Kalyani Group Company" engaged in the development of Industrial Projects, Infrastructure, SEZ and Renewable Energy. Kalyani Group is a 60-year-old Indian Industrial Conglomerate headquartered in Pune.

Role includes analysis of projects and contracts. Analysis & preparation of management insights for the Director / COO, for presentation to Chairman.

## PROFESSIONAL EXPERIENCE:

The experience of performing the role for different industries like IT, Software Development / ITES, Animation & VFX, Construction, Power & Engineering and Manufacturing industries has offered a good exposure and variety of challenges & opportunities improving my perspective and approach while managing the Business Operation / Reporting & Analytics function.

Have exposure in working with business leadership / top management team for above 20 years.

### ➤ Operation Management:

- Assessment of business opportunities, proposals, business plans, etc. through data mining, statistical analysis and leveraging key business insights to deliver maximum operational efficiency with reporting tools.
- Focus on business performance analysis based on response patterns and variances between expected and actual results.
- Designing of new department process including process flow, department structure, resource requirement and effective implementation and monitoring for success.
- Identification, assessment, evaluation and formulation & implementation of organizational policies and best practices.
- Assessment of existing policies for all Support functions like; HR, Admin, Finance, Management, IT, Operations and Production policies assessment, amendments, addition of policies considering the organizational requirement.
- FDI fund management as per FEMA (RBI, Banking) compliances
- Conducting Board Meetings as per regulatory requirements of ROC/MCA
- Preparation of Content Security Audits for client and internal audits. Conducted internal audits as a Lead Auditor in all Physical, Digital & Management processes.
- Identification and drafting and legal vetting of vendor contractual documents, employment agreements, business device agreements, freelancer agreement, Intellectual Property & Confidentiality Agreements, Non-disclosure Agreements for vendors & employees, Work from Home Terms & Conditions agreement.
- Design and implementation of Employee handbook
- Design & Implementation of KRA's for different departments in coordination and consultation with process owners.
- Salary banding, Department wise designation hierarchy, grading structure assessment for all verticals.
- Workforce/Resource assessment and management
- Production capacity vs resource utilization assessment. Evaluation for effective utilization of available resources and future resource planning.
- Handled complex management reports, overall company MIS.
- Budget analysis for support functions like; HR, Admin, IT, Finance, Employee Transportation etc. and projections & actual expenses variance analysis.
- Opex, AMC's assessment, vendor negotiation, considering the cost control factors and future prospects for the financials.
- Prepares reports & presentations for high level meetings/delegates analysing information.
- Focus on business performance analysis based on response patterns and variances between expected and actual results.
- Statutory compliances for HR & Admin, vendor management and negotiations.

### ➤ MIS, Reporting & Analytics:

- Using MIS and reports like headcount report, recruitment tracker, attrition/resignation analysis, long hours report, attendance analysis etc to review and represent the ongoing work on various fronts.
- The data generated through employee interactions/employee meets, meetings and available MIS is being used for HR analytics. Have effectively used analytics technic to forecast challenges like attrition and to minimize post appraisal dissatisfaction and spike in attrition.
- Analysis of production data along with man-days and complexity for employee performance assessment.
- HR, Admin, Finance, Employee Transport, IT & Production data analysis and reporting.
- Departmental finances, budget preparation, projections & actual expenses assessment & analysis.
- Opex/Capex, AMC's assessment, considering the cost control factors and future prospects for the financials before submitting to Managing Director & COO.

## Some other companies worked for during May 1996 to March 2009:

- Sarjan Realities (Suzlon)
- ThyssenKrupp Industries
- Kalyani Net Ventures Ltd
- Dr. D.G.Hapase & Asso.
- Tata Motors formerly Telco

## Personal Details:

**Date of Birth:** 30-May-1977

**Marital status:** Married

**Passport No:** Z4038405

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

**Address:** Siddhivinayak Durvankur, Flat No. A-301, S No. 231/1/A, Kale Padal Road, Sasane Nagar, Hadapsar, Pune - 411028

## PROFESSIONAL EXPERIENCE:

- Designed and implemented complete comprehensive calculation system for data driven annual appraisals/performance evaluation for different categories of employee.
- Analysis of employee performance on quarterly & yearly basis, based on quantitative & qualitative method of performance management.
- Prepares reports & presentations for high level meetings/delegates by collecting and analyzing information.
- Interpret data, analyse results using statistical techniques and provide ongoing reports with attention to detail and accuracy.
- Develop reports across all units/BUs/Departments at process or operational level and facilitate corrections based on requirements, demands and variations.
- Develop analytical reporting tools for resource planning, various matrices, and strategic data analysis. Recommend enhanced metric reporting tools.
- Designed HR forms for Annual Increment Assessment, Promotion Recommendation, Employee Confirmation, Employee Feedback, Performance Improvement Plan (PIP) identification & assessment.

### ➤ Performance Management:

- Design, development and implementation of customised Quantity & Quality based performance management system for accuracy and transparency.
- Creating timelines for PMS and execution within set timelines.
- Setting up Quarterly appraisals, strategies for improvement of low performers, identification of training needs, review of hits/misses of the entire PMS process at least once in a year after the annual appraisals.
- Introduction of differential method of salary increment for controlling salaries between high and lower brackets salaries.

### ➤ Other Assignments:

- Worked as designated EA in some of the companies, but majority tasks handled related to Management Reporting, MIS.