



RAJARSHI NAG

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PROFESSIONAL EXPERIENCE

GRAYMATTERS CONSULTANTS PVT. LTD

May 2014 to present

Senior Managing Consultant (HR Advisory and Training)

An HR Advisor specializing in HR & Business Skills Training, Organization Design & Transformation, Job & Compensation Banding, Performance Management Systems with Business PMS Alignment, Competency Assessment & Career Succession Planning, HR processes alignment, HR Effectiveness Audit & Employee Engagement Programs and other core HR deliverables.

HR and Business Advisor to a various corporate based on assignments and deliverables.

As a Trainer had delivered over hundred trainings and workshops to various clients and been member of various Training & Assessment Teams. Specialize in areas like Competency Based Interview Skills, Acquiring Right Talent, Performance Management Systems, Balanced Scorecard, Negotiation Skills, Communication and Connect, Development of Self and Team using tools like DISC, NLP and so on and application of Belbin, Accountability, Leadership skills, Value workshops, Perceptions and Beliefs at Workplace, Stress and Time management, Creativity Workshop for the Project Management Team & Analytical Workshops to name a few training areas.

Have completed more than 200 Training mandays across various verticals in various corporates.

Major Clients worked : TATA Steel, TATA Metalics, Hindalco, Haldia Petrochemicals, Bluestar, Calcutta Electric Supply Corporation, Emami Group, Peerless Group, Karam Chand Thapar Group, Exide, Vedic Resorts, AMRI Hospitals, and so on.

Clients Abroad : EMK Centre, KDS group, ADN Technologies, UPS

PREVIOUS ENGAGEMENTS :

ICRA LIMITED

Head of HR processes at ICRA LTD. Primarily responsibilities include Employee Engagement and Development activities at ICRA. Responsible for aligning HR and Compliance related Policies across the group. Drive Employee Engagement & Retention activities, Training & Development, Performance Management, Talent Acquisition, Internal HR Audits(on the guidelines of major clients).Member of the Business council for development of best practices & create a safe and healthy workplace. Initiated Trainings on Prevention of Sexual Harassment at the workplace and HR Risk management Plans.

PRINCIPAL HR OFFICER(HR Director)

eFORCE INDIA: A Software company based out of Redwood City, US

Reporting to CEO (U.S) (June 2003 to April 2014)

Organization Transformation Strategies revisited & implemented:

- Partnered the management team to create vision statements in line with the Mission of the organization and redesign the organization in alignment with the organization vision and business strategies.
- Recreate and implement HR Policies and processes aligned to the organization goals keeping in mind best Software practices in the country.

Recruitment Function:

- Established a robust recruitment system defining effective processes from initiation to closing offers resulting in the "Right Recruitment" at optimized costs.

- Recruited more than 80% of the company's resources across all levels including the senior team during my tenure. .

Organisation Engagement :

- Conducted internal employee engagement surveys and tools to understand strengths and limitations of the organization to assess the belief and culture of the organization and work on the enablers to convert eFORCE into an engaged company.
- Continuously drove various critical initiatives to increase the effectiveness of HR processes in the company like Strategic R&R, Employee Loyalty programs, mid term ladder (a self developed tool in line with Career Succession plan), etc to develop a robust people practice platform.
- Carried out HR diagnostic studies and audits to identify gaps in practices vs strategies and restructure processes to optimize the potential of the company.

Talent Management :

- Worked at People transactions at the workplace to develop behavior capable of increased potential to get desired business outcomes.
- Worked towards the Organization Competencies and develop people competencies in alignment with them through a Competency framework (Developed Inhouse "SKILLZ").
- Developed Career paths for employees in tune with the Competency framework (SKILLZ)
- Initiated programs like " E Coach" to understand employee grievance, developed a "L1 to L3 model for employee Retention and other employee engagement activities.
- Partnered programs like Outdoor activities, Social events, Functional seminars and even a TEDx event with IIMC as the venue.

Performance Management :

- Recreated a robust Performance Management System for the organization in line with the Balanced Scorecard system using "Key Result Areas" for each role in alignment with Business Objectives.
- Drove and implemented sessions starting with "Converting Business plans to achievable goals, creating strategies and developed scorecards for each role in alignment with business plans..

Learning and Development :

- Developed various modules inhouse to develop managers to leaders in the organization.
- Drove a learning and Development process through "TNI" to design functional and behavioural trainings and also innovative social programs to develop Behavioural competencies of managers like a "weekly Story explanation session" to develop communication skills.

Compensation :

- Established an employee friendly compensation structure keeping optimizing the organization bucket for Salary expenses.
- Developed the current compensation package in 2008 which is a combination of pay in line with statutes, flexible pay as customized by employees and reimbursements to optimize maximum net pay and minimum tax liabilities.

Employee benefits & Compliances :

- Started the company Gratuity trust in 2007, created a fund and invested in equity companies for maximum returns. The fund had grown by 70% at the time of my separation.
- The entire worldwide insurance coverage for the company have been moved to India in 2009 and saved costs to the tune of around Rs.20 lacs annually.
- Supervised all employee and company compliances like P.F, Gratuity, Medical, Leave benefits.

HR Support for Corporate office :

- Developed the new per diem policy for the company in association with the Finance Team
- Supported US employees (team reporting to me in India) with all Federal compliances & Statutes like 401K, Appointment and Separation formalities for various countries in line with the rules of the land.



- Supported and lead people practices for Onsite teams driving their policies and resolving all their operational issues in the foreign land.

Achievements:

- Promoted thrice in the last 6 years of my tenure
- Nominated as a Functional consultant to clients and been on Onsite projects as a HR process consultant.
- Nominated as a "Critical Resource and awarded "L2 Schemes in 2007 & 2010" as a recognition of my performance.

Past Professional Experiences

ASSISTANT CORPORATE MANAGER – HRD (October 2002to June 2003)

COMFORT(INDIA) LIMITED: A Group Company of the Indorama Industries Group.

Reporting to the Vice President – Operations

Job Profile:

- **HR Generalist Profile** : Implement all H.R policies for Kolkata & all the other Branches in India- Corporate HR role from Kolkata for offices in Hyderabad, Mumbai and Pune
- Coordinate recruitment processes for all levels for Kolkata, Mumbai & Hyderabad. Play an independent role in coordination of the selection procedure, coordinate interviews and documentation of selection procedures. Designed Performance appraisal formats, compensation structures, HR Audit reports, HR MIS for all branch offices. Developed Employee retention programs, initiated reward schemes for performers and separation guidelines for non-performers.

EXECUTIVE HUMAN RESOURCES(February 2000to September 2002)

(UPS) ELBEE SERVICES LIMITED: A Logistics company partnered with giant UPS.

Reporting to theZonal Head- Human Resource

Job profile:

- Sourcing of manpower to procure & fulfill budgeted manpower. Interacting with consultants and also sourcing from other sources.. Recruited more than 500 resources in Eastern zone for 8 regional offices.
 - the Appraisal Report for promotion, increments, Employee Rewards, etc. with Zonal HR Head
 - Run the payroll, bonus, incentive schemes for all employees, generate rewards on sales achievers.
- Ensuring Compliance of Statutory Requirements like Minimum Wages Act, Shops & Establishment,
- ESI, PF& Prof. Tax. Run surveys on employee satisfaction areas, exit surveys. Processing of PF Settlements, Gratuity, exit documents.

QUEST CONSULTANTS & ENGINEERS: Manpower Consulting & HR Consulting

Duration : September 1998 to February'2000

Designation: HR Consultant reporting to Director (Business Head)

Job profile:

- Strategic business planning to acquire business from existing accounts, add new accounts and assess the requirements of our clients. Successfully placed more than 400 executives at all levels all over India in various high profile organizations.
- Marketed services to clients and added clients like UPS, Titan, Berger paints, etc.
- Assessment of potential of candidates by way of interviews, liaise with companies for their requirements, head hunting for critical positions and scheduling programs and interviews as per clients' satisfaction.

American Remedies Limited (1994 to March 1996)

Designation :Product Executive at Chennai

Teaching Stints

Duration : Lectures and evening classes on HR Management Skills(psychometric testing, Interviewing skills, communication, HR compliances) at ILS, GMCC

courses for CA students)

PERSONAL DETAILS

Son of: Mr. Kishaloy Nag (Retired Financial Consultant)
Family : Married with two Kids
Enjoys: Reading books, playing tennis, cricket, Training people
Values: Commitment in work
Communicates in : English, Bengali & Hindi.

SUMMARY OF QUALIFICATIONS AND PROFICIENCIES

PROFESSIONAL:

Post Graduate in Human Resource Management from Indian Institute of Social Welfare & Business Management (IISWBM) in 1998 with 1st division marks (secured 2nd position in the Final Rankings)

Indian Society for Training & Development - Completed 'Diploma in Training & Development' with 1st division marks.

ACADEMIC :

B. Sc. (Hons.) from Calcutta University in 1993.

I.S.C. from St. James School in 1990 with 1st division marks.

I.C.S.E. from St. James School in 1988 with 1st division marks.

PROJECTS UNDERTAKEN

Indian Oil Corporation Limited, Pipelines Division (Calcutta)

Duration : June 1998 to September 1998 (Summer Trainee)

Project Title : Motivational Techniques in Indian Oil Corporation Ltd.

Reporting to : Mr. S.B. Singh (Senior Manager – Human Resources)

Study of : Motivational Techniques implemented in IOC Ltd.

SUMMARY OF WORKSHOPS & DEVELOPMENT PROGRAMMES

Basic Lab on Human Process (BLHP) from Indian Society for Applied Behavioral Sciences (ISABS)

T-group / Sensitivity training using different instruments

Emerging Trends and Techniques of Training - Mr. Sharu Rangnekar

Impact of Training on Productivity – Mr. Aditya Moona.

Andragogy – A dire need for a successful learning organisation – Dr. (Maj.) N.G. Kannan

Identification of Training needs through NLP – Mr. Daniel Pacheco

& several other NHRD Seminars

ACTIVITIES & INTERESTS

An active Quizzer, Elocutionist & Debater in school and college

Conduct quiz shows and story telling sessions as a passion even at present

A passionate sportsman and had won many colours in Cricket, Tennis, Track and Field Events, Badminton and Football

Love reading Comics, Fiction and specialize in Mythological Literature