



## JAVED AHMED

GENERAL MANAGER - HR

### Details

Hyderabad, India

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DATE OF BIRTH

14-06-1976

NATIONALITY

Indian

### LinkedIn

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### Skills

Ability to Multitask

Effective Time Management

Statutory & Regulatory Audits

Talent Acquisition

Performance Management

Cross functional Connect

International Bu

International Business

Learning & Development

Strategy

Change Management

Digital Transformation

### Education:

M.B.A. (HR) from SMU.

B.A.(Sociology) from Annamalai University.

Future Leaders fast track course from IIM Kozhikode.

### Profile Synopsis:

An Experienced and self-motivated Senior Human Resources Professional with a demonstrated history of working in the fast growing Pharmaceutical Industry, skilled in handling the Entire Gamut of HR & Administrative functions encompassing Corporate Strategy Development, Personal Development, Performance Driven Organisation, Transformation and Change Management, Employee Relations & Engagement, Employee Welfare, Policy & Program Design, Integration of HR Processes, HRIS Implementation, Talent Acquisition & Talent Management, Strategic HR Business Partnering, Performance Management, Training & Development, Cross Functional Team Management, HR Operations, General Administration, Compliance & Audits, Liaising & Coordination.

- Excellence in formulating and implementing tactical initiatives to achieve corporate strategic goals.
- Adroit in identifying loopholes, hindrances, devising strategies / process to smooth-line the administrative functions and identifying value adds to existing processes
- Possess a high degree of personal maturity and professional well-roundedness in addition to the in-depth functional knowledge in every administrative function
- Expertise in managing contractors, personnel management, statutory compliance and discipline management.
- Decisive leader with proven acumen to lead & manage diverse and large teams using strong organizational skills, out of the box thinking, and innovative problem-solving abilities

### Core Competencies:

- Leading development/improvement in projects related to HR, IR and Administration functions for the organization.
- Working on Organizational Development and Talent Acquisition, Recruitment of leadership positions.
- Effective implementation of HR processes like Manpower & Organization Planning, Talent Acquisition, Training & Development, Compensation & Benefits, Performance Appraisal & Reward management.
- Ensuring overall legal & statutory compliances as applicable to the organization with effective coordination and communication with management and location HR teams.
- Designing and implementing robust reward system for motivating employees.
- Liaising with department heads to identify the training needs; source outside resources for specialized training programs; assessing training needs and developing recommendations for new programs.

### Professional Experience:

**Mankind Pharma Limited** – A Billion Dollar Pharma giant ranks 3<sup>rd</sup> in Indian Pharma Industry and has over 19000 employees on-board.

**General Manager – Human Resources (Head Plant Operations & Talent Acquisition)**

**New Delhi, India: Nov 2021 Onwards**

#### Roles & Responsibilities:

**Heading** Mankind group's Talent Acquisition including global & senior leadership hiring from its Corporate office in New Delhi.

**Heading** cluster of 7 Manufacturing Plants across India, 2 R&D Centres located in Gurgaon & Mumbai. Also in charge of International Business Dubai & Nepal HR operations. Heading a team of 12 direct reportees in TA and more than 35 indirect reportees at plant and R&D Level.

#### Key Deliverables:

- Lead the HR team in managing the wide gamut of day-to-day human resources operation
- Handled recruitments & organizing employee engagement programs
- Monitored and analyzed the expenses and inventory control
- Managed the implementation of traditional and non-traditional sourcing strategies, screening/interviewing and candidate selection in concert with hiring managers, negotiating compensation packages, extended offers and assisted in integration of new employees
- Contributed towards employee learning & development / training
- Actively involved in ensuring:
  - Launch of HRMS platform for the employees

## IT & Technical Skills:

- MS office & Outlook
- Payroll processing in SAP
- Performance management system (Wegrow).
- Leave Management System (Spectra)
- Legatrix & Provakil for legal compliance
- Workday (WDAY) for managing talent pool & recruitment
- Taleo & LinkedIn for recruitment
- HR Connect from Oracle.
- Success Factor for end-to-end employee cycle management.
- Concur for travel Management.

## Other skills:

- Leadership skills
- Time management
- Outsourcing
- Contract labour Management
- Conflict Management
- Grievance Redressal
- POSH

## Recognition:

- Part of team received Best L&D team of the year-2022 UBS Forums.
- Part of team received Best Talent Management Team of the year 2022 award from Thomas Assessments & DMA.

- Ensured employees and managers have comprehensive knowledge of Reward & Recognition, Communication, Performance Management and Role characterization, organization Structuring and Talent Review
- Effective Joining formalities & Induction for all new joiners
- Timely release of Offer, Appointment & Confirmation letters
- Exit interviews for all resigned employees, and recommend action plans to reduce attrition
- Provide HR policy guidance and interpretation.
- Conduct weekly/monthly/quarterly ORM & QRM meetings with respective business units.
- Consult with line management, providing HR guidance when appropriate.
- Analyze trends and metrics in partnership with HR group to develop solutions, programs and policies.
- Manage and resolve complex employee relations issues. Conducts effective, thorough and objective investigations.
- Provide day-to-day performance management guidance to line management (e.g., counselling, career development, disciplinary actions).
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Ensure Absenteeism addressed with timely initiatives.
- Develop contract terms for new hires, promotions and transfers.
- Provide guidance and input on business unit restructures, workforce planning and succession planning.
- Identify training needs for business units and individuals. Participates in evaluation and monitoring of training programs to ensure success.
- Follow ups to ensure training objectives are met.

## Initiatives and its successful implementation:

- Job Analysis, pulse surveys & Competency mapping for diverse roles.
- Developed and executed employees' career development process with best practices in hiring, induction, training, performance measurement and appraisals.
- Launched the Knowledge skill enhancement framework for identifying and bridging skill gaps.
- Conducted soft skill trainings and provided coaching to experts on facilitation to deliver and train E-learning & LMS learning.
- Redesigned the Employee Handbook and HR policies in cohesion with the legal compliance and industry benchmarking.
- Actively involved in successful closure of scores of regulatory audits (USFDA, EU, WHO and other major audits).
- Managed to retain top talent at the rate of 92.63% for 2022 with employee friendly initiatives.
- Coaching and mentoring of direct & indirect reportees.
- SAP Success Factors - HR digital enabler, SAP Concur – travel & ADP- Payroll
- Wheelbox for 360-degree feedback & WeGrow for PMS and Concur for Travel Management.

## Major Achievement –

- Part of team successfully transformed current organisation's overall ranking at platforms like Glassdoor & Ambition Box, improvised the overall rating from 2.8 on a scale of 5 to 4.1 by end of 2022.
- Successfully launched initiatives like Mankind fusion, Mankind gurkul, Cross Functional Connect and Mankind Ladder.

## Amneal Pharmaceuticals – Oncology Unit

Jadcherla, Hyderabad: Aug 2014 till Oct 2021

### General Manager – Human Resources

Worked as General Manager – HR in **Amneal Pharmaceuticals**, a U.S. based manufacturer of the highest quality generic **pharmaceuticals**. A formulations plant manufacturing injectable oncology products, located at Jadcherla near Hyderabad.

**Roles & Responsibilities:**

As an HRBP, I established the HR & Admin department and was responsible for the takeover of 'Epsilon Pharmaceuticals' by Amneal. This accounted for all transition matters related to Plant & R&D Hiring along with Administration. Goal has been to ensure the provision of a professional HR service to the organization.

**Job description:**

- Maintain and develop HR policies, ensuring compliance and to contribute the development of corporate HR policies for all employees to follow the Safety, Environmental, Quality, HR & Administrative policies established by Amneal.
- Ensure the required level / quality of Management staff, middle level and lower level staff with appropriate management approvals, in order to meet business needs, focusing on Employee Retention and key Employee Identification initiatives.
- Develop, refine and fine-tune effective methods or tools for selection / or provide external consultants to ensure the right people with the desired level of competence are brought into the organization or are promoted.
- Negotiate salaries based on merit and ensure compliance of the approved salary budget.
- Formulate the HR business plan and ensure appropriate communication at all staff levels.
- Learning and Development – Need identification, calendar planning, evaluation, calculating ROI on training and development.
- Maintain and develop leading edge HR systems - PMS, Induction, R&R, Retention, Talent Development and Succession Planning.
- Administer all employee benefit programs with conjunction with the Finance and Administration department.
- Impart behavioural trainings to the employees
- Operate and maintain employees data through HR Connect an Oracle software.
- Responsible for statutory compliances with statutory obligations. Implemented various HR Tools in Amneal Oncology like Oracle, ADP, etc

**Mylan Laboratories Limited**

**Jadcherla, Hyderabad: Mar 2011 till Jul 2014**

**Manager – HR & Administration**

Worked as a Manager – HR in Mylan Laboratories Limited, a multi-national pharma company; ranking 3<sup>rd</sup> in overall world generics market. A double MHRA approved formulations plant located at Jadcherla near Hyderabad.

**Roles & Responsibilities:**

As head of department, I was accountable for all matters related to Personnel, Administration, IR, Liaisoning and Facilities management. Predominantly focus on talent acquisition. To get renewed workforce to suite the Mylan Business requirements.

**Talent Acquisition & Talent Management:**

- Talent acquisition and retention strategies, maintaining talent pool, developing through Succession planning and Job rotation.
- Recruitment, Selection, Placement and Induction, Talent Retention strategies of Supervisory and Key Talent/Senior Management team devised and executed successfully.
- Maintaining Job Descriptions and Specifications and updating them regularly. Competency mapping for various roles and tools for assessment.
- Man management, selection, recruitment, appointment, induction, role and job fixing as per needs and requirement of various departments with Taleo, LinkedIn and other popular job portals.
- Undertaking performance appraisal for managers and other work levels & establishing framework for substantiating performance appraisal system linked to reward management via Performance management system (PMS).
- Salary administration and day-to-day grievances redressal by overseeing bonus, induction, leave & attendance records via Payroll processing in SAP and Leave management system (LMS).

- Implementing disciplinary norms & standards for minimizing violations of rules & regulations.
- Managing contractual labourers, security & accounts.
- Acting as a liaison with different govt. agencies and corporate houses for statutory compliance & Industrial relations. Using Legatrix to update higher management on act wise statutory compliance.
- Performance management, Rewards & Recognition,

#### General Administration:

- Managing all administration related activities including housekeeping, infrastructure management, facilities planning & utmost utilization of resources, overseeing security, company transportation and employee safety.
- Handling the upkeep & maintenance of office equipment, company vehicles, communication systems, guesthouse & other assets/resources.
- Interaction with bank authorities, commercial tax authorities, Customs & SEZ authorities, municipal authorities, local development authorities and other local bodies to ensure various activities like electricity supply, water supply and tax payment etc.
- Generating MIS reports, annual budget/control budget reports and other various reports on a monthly basis for review with other plants.
- Handling statutory compliances management via Legatrix & vendor agreements via Legal Contract Management (LCM).
- Managing infrastructure development entailing daily administration, maintenance of premises / rooms, handling travel helpdesk as well as other facilities like telephone, AMCs. Handling logistics as well as transportation management and co-ordination.
- Completing in-house administration & helpdesk management, stationary and printing, cafeteria, mailroom, internal and external events for internal customers.

#### Past Experience:

##### [Sami Labs Limited](#)

Hyderabad: Jun 2005 – Feb 2011

Executive – HR & Administration

##### [Mars Golden Holidays](#)

Hyderabad: May 2004 – May 2005

Project Manager – Administration

##### [Indian Air Force](#)

New Delhi, Belgaum, Pathankot: Feb'95 – Apr'04

Administrative Officer