

ANUJ MATHUR

To leverage on my experience in diverse profiles and by working in a challenging role that gives me an opportunity to utilize my analytical, creative, and strategic design capabilities.



Voice Connect

+91 – 9990616808

E- Mail

ANUJFIGO@rediffmail.com

Education

2012- 2014

MBA – Human Resources

Uttar Pradesh Technical
University, Noida – UP

2009 – 2012

B. Com – Commerce

Kumaun University,
Nainital Uttarakhand.

2008- 2009

Intermediate

CBSE Board – New Delhi

2008- 2009

Intermediate

CBSE Board – New Delhi

Professional Experience

February 2024 till date

ADANI Power – Wind Turbine Generation (WTG)

Deputy Manager – Human Resource – Talent Management

- Ensuring talent management, learning & OD in Adani Power – WTG
- Designing, Planning & executing learning strategies & program as per Adani group learning & development framework.
- Identifying the training needs for all employees based on buckets.
- Serving training sessions through digital platform of LMS.
- Handling administrator & users front of LMS platforms & other tools.
- Liaising & connecting with training partners & B- schools like IIM, ISB, Symbiosis for conducting leadership courses & need based sessions.
- Data Analytics, dashboard preparation for multiple usage & showcasing to management in terms of Return on investments (ROI).
- Accountable for internal / external audits of learning interventions, E- learning software & engagement activities.
- Rolled out new engagement's initiatives – Employees led club, wellness programs, Tournaments, Business Quiz, E- Library, Fun Friday, Chalo office, Saraswati Samana- winning champs.
- Execution of onboarding induction programs which include blend of CRT, Digital, & OBT based learning sessions for our new recruits.
- Producing Annual training calendar & Engagement planners & rolling out on monthly bases.
- Tracking Annual budgets & its effective utilization.

November 2023 – January 2024

Merino Industries Limited.

Deputy Manager – Human Resource - Learning & Development

- Conducting DET / GET Induction Program as per Plan
- Preparation and execution of trainings, evaluation & effectiveness
- Develop standardized content for training programs across the group.
- HR & learning & development audits – External / Internal audits.
- Training dashboards & weekly / monthly review MIS.
- Reward & recognition – Achievers award, Buddy award, Birthday celebration, outbound activities.
- Contract labor training & their management in terms of safety.

Expertise

- Behavioral trainer
- Content creation
- Learning strategies
- Success Factor – LMS
- OD Interventions
- Customer experience

Language Known

- English
- Hindi

E – Learning Software's

- Coursera
- LinkedIn
- Skill soft
- Canva
- I Spring
- Ani maker

Computer Skills & Software's

- MS- Excel
- MS- Power point
- MS – Word
- SAP
- Google tools

August 2019 to November 2023

Suzuki Motor Gujarat Private Limited.

Assistant Manager – Human Resource - Learning & Development

- Responsible for designing & executing learning strategies & training programs.
 - Rollout the complete training need identification process for employees based on Learning management platform.
 - Running student trainee scheme approved by Ministry of education - Government of India
 - Trainer for various behavioral training modules being conducted for employees.
 - Responsible for engagement activities & induction programs of Lateral hires, GET, DAT & Blue-collar employees.
 - Scheduling & operating E – learning training programs through SF - LMS
 - Handling end-to-end activities related to learning verticals.
 - Preparing financial year training calendar based on competency mapping matrix of Suzuki Motor
 - Conducting various training programs both behavior; functional & need based.
 - Responsible for organizing Japanese language training course.
 - Hiring various training agency & popular trainers for different training programs
 - Training investments negotiation
 - Budgeting & zero-based budgeting for training cost optimization
 - Creating internal pool of trainers with their certification
 - Conducting train, the trainer programs from external training agencies
 - Handling training plan for all levels of employees at Suzuki (Blue / White collar) with total head count of approx. 4500 nos.
 - Employee engagement activities like Women's Day celebration; Employee birthday greetings; Knowledge sharing sessions & departmental get to get her & plant level games & contest.
 - Orientation program for new recruits
 - Managing training audits activities with proper justifications
 - Got approval of various training documents under ISO Norms
 - Planning & coordinating overseas training programs which needs to be conducted outside India.
- Involved in finalizing the training contents as per the Japanese way of thinking & helps to achieve companies' goal.

April 2016 to July 2019

Hero Moto Corp Limited

Associate – Learning & Development

- Trainer for induction training session
- Responsible for Conducting induction programs for New Joiners / Lateral
- Conducting various behavioral as well technical training programs (External / Internal trainings)
- Preparation of adherence reports for each training
- Responsible for IMS Audits & reports

| | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Achievements | <ul style="list-style-type: none"> • Responsible for self-audits of Training & development • Training calendar preparation on monthly / yearly basis • Hiring different training vendors for training programs • Working on IMPs of Hero Moto Corp • Freezing yearly IDP's of all employees • Conducting Future leadership programs • MIS preparation for training man days & training man hours • General MIS for training records • Budget preparation • Managing & conducting plant visits (Intuition / Family) • Working on various projects on minimum paper usage, SAP Applications & related knowledge portals (K Points learning, E – Learning modules) • Responsible for activities related to the setup of offline technical training halls. • Conducting HR Town Halls of CHRO & MD |
| Industrials Internship | <p>Handling whole sole operational part of training</p> <p>CSR & Welfare Activities:</p> <ul style="list-style-type: none"> • Adoption of various village schools under CSR activity • Coordinating with NGO for providing best CSR activities guidance • Dealing with Government official's for conducting types of activities & conducting programs of state level • Members & coordinator for distributing 100 Nos. of two wheelers to all winners of "Khel Maha Kumbh Uttarakhand 2018" & "International Yoga Day 2018 Uttarakhand". • Devise & ensure smooth functioning of welfare activities, on site- Birthday celebrations, team celebrations, festivals Celebrations, sports activities etc. |
| Hobbies | <p>Escorts Ltd. (Auto part division) Pant Nagar, Uttarakhand</p> <p>Talent Acquisition:</p> <ul style="list-style-type: none"> • Manpower Planning from all respective sections • Maintaining manpower summary sheet • Coordinating with head office for profiles related to vacant positions. • Conducting preliminary interview and arranging level wise interview as per management requirements • Maintaining data bank of all CV's as per organization needs • Facilitating in selection process, premedical check-up, joining formalities & department handover • Maintaining employee's personal file with all required necessary documents as per legal norms. • Planning for Induction and Orientation Program to all the new joiners and capturing the feedback of the same. • Self-Auditing as per ISO Standards • Conducting exit interviews & capturing feedback for areas of Improvement • Handling of resignations and processing No Due Clearance for full & final settlement of employees • Generating Relieving, Salary Certificate and Experience Letters Performance management system |

Competencies

- Creativity & Innovation
- Teamwork
- Effective communication
- People management
- Kaizen oriented.
- Self-driven
- Interpersonal
- Stakeholder Management

Collaborated

Automobile Industries

- Honda Car India Limited-
Gr. Noida, Uttarpradesh Unit
- Hero Moto Corp Limited
Haridwar, Uttarakhand Unit
- Suzuki Motor Limited-
Hansalpur, Gujarat Unit

Consumer Durables Industries

- Bureau Veritas Consumer
Products (India) Pvt. Limited-
Noida, Uttarpradesh Unit
- Merino Industries Limited. -
Hapur, Uttarpradesh Unit

January 2016 till March 2016

Bureau Veritas Consumer Products (India) Private Limited.

Executive – Human Resource

- Handling Over all Induction Process for all New Joiners
- Coordinating in all types of training programs
- Designing the Feedback forms & Training Evaluation Forms
- Sending the Mails related to all training programs.
- Collecting the Nominations through Various Departments
- Compiling the feedback & Report Generation of all the trainings
- Training Calendar Preparation
- Training Need Identification

July 2014 till January 2016.

Honda Car India Limited

Associate – Human Resource

- Managing & coordinating all types of training.
- Scheduling the top-level management meetings (President Meetings & Director's meeting).
- Conducting Induction & Orientation for the new recruits.
- Organizing Plant Visits.
- Incorporating bonded teamwork & managing healthy environment.
- Coordinating & sourcing trainers for value added programs.
- General Administration
- Monthly training Calendar Preparation
- Training budget
- MIS preparation
- Training need identification
- Arranging the Overseas Travel Insurance & Coordinating with foreign Associates for scheduling the International Trainings & Meetings
- Maintaining the Schedules of the top-level Management

Personal Details

- Date of Birth:
2nd of Aug 1993
- Father's Name:
D.B. Mathur
- Material Status:
Unmarried