

DEVENDRA K NAIK

HR Manager seeking roles in HR Management,Talent Acquisition,Performance Management,Employee Engagement,Payroll Management,Policy Formulation,Compensation Management,Benefits Administration,General Administration,Industrial Relations,Sales HR

- Current Designation: HR Manager
 - Current Company: ABBOTT INDIA LTD,
 - Current Location: Mumbai
 - Pref. Location: Ahmedabad,Mumbai,Pune
 - Functional Area: HR / Administration / IR
 - Role: Head/VP/GM-HR
 - Industry: Medical/Healthcare/Hospital
 - Marital Status: Married
 - Total Experience: 20 Year(s) 0 Month(s)
 - Notice Period: 3 Months
 - Highest Degree: PG Diploma [Labour Laws and Labour Welfare]
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- Key Skills: HR Manager,Head/VP/GM-HR Management,Talent Acquisition,Performance Management,Employee Engagement,Payroll Management,Policy Formulation,Compensation Management,Benefits Administration,General Administration,Industrial Relations,Sales HR,Recruitment

Verified : Phone Number | Email - id

ID: 3482532c14154b7044Last Active: Jul-Sep 2020Last Modified: Jul-Sep 2020

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Professional experience of 18+ years (Plant & HO) in HRM, possess experience in Human Resource Management and Administration including Talent Acquisition, Payroll, Industrial Relations, Employee Engagement, Sales HR, Discipline, Grievance handling, Team Management, Policies, Budgeting and Statutory Compliances

Having working experience of 9+ years at Corporate/Head Office level and working along with the Top Management Team and Manufacturing plants. Also contributed towards achieving organizational goals through HR initiatives.

Motivated and goal driven with a strong work ethics, continuously striving for improvement.

Work Experience

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ABBOTT INDIA LTD, as HR Manager

Feb 2014 to Till Date

Moved from Plant role to BHR role at Mumbai head office from Jun 2016 onwards and were given the responsibility to handle 2 divisions (Derma, Dema Cosmetics & Avene). Major responsibility is to handle sales force and implement the Corporate/Head Office strategies, drive employee engagement programs and support business to achieve target through quality hiring and retaining of key talent.

Key Projects handled:

Launched a new division in Dermatology Business in Nov 2016 named Derma Prime, hired of 80 KAMs & 13 RBMs & 2 NSMs in span of 45 days.

ER project lead for Abbott Specialty Care business.

Project lead for Vacancy Management, Internal Job Posting for Abbott Specialty Care business.

Project lead for Field onboarding for Abbott Specialty Care and Abbott Primary Care.

Presently reporting to Associate Director HR - Specialty Care

Joined Abbott in Feb 2014 at their Goa Plant heading the HR function at the plant with reporting to Associate Director - HR.

Implements Corporate HR strategies at the plant in coordination with other shared services (like Talent Acquisition, Compensation & Benefits, Learning and development, Employee Relations etc.)

Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job

contributions; maintaining compensation; determining production, productivity and quality; resolving problems; implementing change.

Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.

Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

Responsible for IR & ER relations at the plant.

Responsible for Manpower Planning, Staffing, Recruitment & Attrition management.

Responsible for all administrative activities at the plant.

Responsible for statutory compliance at the plant.

Key Achievement :

Successfully signed the wage settlement with the internal union for 3 years.

Successfully supported for excelling in multiple WHO & local FDA audits.

Successfully closure of all long pending compliance issues with the Govt. bodies.

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Putzmeister Concrete Machines Pvt. Ltd. as Manager - HR & Admin

Feb 2008 to Feb 2014

Joined Putzmeister as Sr. Executive - Per. Admn, got promoted in 2010 as Asst. Manager - Per. & Admn. Again was promoted in 2011 as Manager - HR & Admn, for consistent performance.

Responsible for Manpower Planning, Staffing, Recruitment & Attrition management.

Managing recruitment at all level as per the business requirement

Involved in the Organizational development, Performance & Knowledge Management, Rewards & Recognition and related internal Communication initiatives in line with Corporate objectives & culture

Handle overall HR Documentation, Record Maintenance, Performance Appraisal, Training & Development and Administration Activities while mapping training needs and preparing annual training calendar for all positions

Responsible for finalizing and facilitating employee benefits including leaves, employment and medical insurance

Coordinate with management to review organizational performance and recommending process modifications while contributing towards the organizational goal

Maintain flawless communication with the employees; ensured timely resolution of employee grievances and harmonious working environment at all levels

Accountable and authorized for complete salary/ payroll administration and effective wage management involving verification of staff hours, attendance, overtime and related payroll queries

Authorized and responsible for entire recruitment and resignation cycle.

Responsible for preparing, implementing and ensuring adherence to HR budget and maintaining monthly MIS report for strategic review by the management

Handling the entire spectrum of administrative activities across providing facilities support to all the office staff and efficiently handling vendors, gardening, housekeeping, labour supply contractor, security supervision, medical facility, mail room operations & Record management

Responsible for planning and execution of in-house and external training programmes for employees as well as during performance appraisals for employees.

Accountable for Health, Safety and Welfare of employees involving facilities like Canteen, Transport, Safety Committee, Medical Facility, Safety & First- Aid training etc

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NEBULA HOME PRODUCTS PVT LTD as Executive - HR & Admin

Apr 2007 to Jan 2008

? Instrumental in maintaining healthy industrial relation with the workers while successfully signed wage settlement with the Trade Union for 3 years tenure

? Reduced overtime and manpower with the help of other departments

? Assisted in implementation of GMP, SOP in the plant

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Education

- UG: B.Com (Commerce) from Goa University in 1996
- PG: PG Diploma (Labour Laws and Labour Welfare) from Kare Law College, Margao in 2007
- Other Qualifications/Certifications/Programs:

Diploma in Computer Application

Diploma in Human Resource Management