

Name : Amit Ambastha

DoB : 1st March 1978

Contacts : +91 9958091497; amit.ambastha@gmail.com

Family Background : Nuclear family, recently married, wife not working at present. Belongs to Ranchi, wife belongs to Patna.

Present location : Indirapuram, Ghaziabad

Academic background: Post Graduate Diploma (Regular) course in Personnel Management from **XISS Ranchi. (2001-2003)** (CGPA: 7.44/10).

BSc. In Chemistry from St. Columbas College, Hazaribag in 1998 (Batch 1995-98, Result declared in 1999). **Among top 10 Rank Holder in my College** (66.5% Marks)

GAP : Worked in Sales & MIS Department in Local Cement Plant from February 1999 till December 2000.

Professional experience :

July 2007 onwards Manager HR **AREVA T&D India Ltd. Noida**

January 2007 – July 2007

Deputy Manager HR **Eicher Motors Ltd., Pithampur (I**ndore)

September 2004 – January 2007

**NTPC Ltd., Corporate (Delhi) & Plant (Vindhyanagar)**

From October 2005 till January 2007 : Executive Officer , HR , Vindhya Nagar Plant in MP :

From September 2004 till October 2005, Corporate HR, Noida (Reporting to the Sr. Manager HR) :

September 2003 – August 2004

Executive HR **Global Green Co. Ltd., Bangalore**

Present CTC: 15.50 Lacs/Annum (Fixed 13.50 Lacs)

Expected CTC: As per Industry Standard

Summary : Amit feels that he is strong on Business Acumen, Interpersonal, Communication and People Management Skill, is a Team player and has Extensive exposure as HR Business Partner Role.

He feels his specific Achievements are as follows

* Set up and Stabilized New Product Line (Vertical) of Areva T&D India with the support of Business Head
* Handled Business Projects (Member of Cross Functional Team)
* Handled **C&B Project of Job Grading using Mercers IPE3 Tool for all the Key & Unique Positions of AREVA T&D India**.
* Designed & Rolled out **Comprehensive Integration Program for New Joinees.**
* Designed & Rolled out various **Employee Feedback Mechanisms, Employee Communication Forums** etc as part of Employee Connect Initiatives.
* Designed & Rolled out **Employee Engagement Calendar** for 2008, 2009 & 2010 in AREVA T&D India (Noida Site)
* Member of Core Team handling Transition of AREVA T&D to Alstom Grid ( From HR Perspective)
* Rolled Out and Implemented PeopleSoft HRMS at NTPC Vindhyanagar Plant ( Manpower of approx. 2000)

His Job Changes have come about owing to Better Career Opportunities however the major reason behind leaving Eicher was a Pressing Family need. Now he is very keen to get exposure of Dynamic & Fast Changing Service Sector. As he feels it will help him become a real time seasoned HR Professional and will help in aligning his Professional Experiences with his Career Ambitions.

We feel that the Business partner role is right up his alley while you may evaluate his intellectual capacity and core understanding of concepts for OD role as well.

**Amit Ambastha**

**Linked In Profile: <http://www.linkedin.com/in/amitambastha>**

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| Objective | To specialize and improvise in the area of HR in order to minimize the gap between individual’s objective and Organization’s objective. |
| Qualification | Post Graduate Diploma (Regular) course in Personnel Management from ***XISS*** Ranchi. (2001-2003) (CGPA: 7.44/10). |
| Experience | July 2007 Onwards ***AREVA T&D India Ltd. Noida***  **Company Profile:** AREVA is a Fortune 500 French MNC is the world leader in nuclear power and the only company to cover all industrial activities in this field. With manufacturing facilities in 41 countries and a sales network in more than 100, AREVA offers customers reliable technological solutions for CO2-free power generation and electricity transmission and distribution.  Designation : Manager – HR  Business HR Manager Role (Reporting to Business Heads & PL HR Head )  Independently managing the **Business HR**  role for 2 Business Units (Total Turnover INR 1250 Crore) of Systems PL India of AREVA T&D.  **Talent Acquisition** – Manpower Planning, Part of Interview panel for Recruitment & Selection process of System Business Unit. Salary Negotiation with the Candidate, Fitment of Candidates as per Job Role, & Position Class while maintaining Internal Parity.  **Employee Integration** – Being part of the HR Induction process and ensuring each new employee attends the 2 day Induction program. Taking feedback from new employees on their first few days at work and liaison with business to improve the on-boarding process.  **Performance Management** – Drive the Year Beginning SMART Objective setting exercise for all employees, ensuring Mid Year Review dialogues take place for all staff members and administer the Year End Appraisal process. Ensuring that each employee stays informed about his / her Probation Period status.  **Learning & Development** – Rolling out of Business Unit Training Calendar, conducting Training Needs Analysis for various employee sub-groups, recommending external training programs for staff members, creating awareness of the Online L&D Program and ensuring participation from the employee community as well a support from Business Leadership.  **Custodian of HR Policies** – Responsible for ensuring that HR Policies & Processes are followed in the Consumer Country Office. Provide assistance to employees seeking clarifications on HR policies. Organize frequent Employee Helpdesks to provide on the spot resolution to their queries or issues, specifically during launch of new programs or initiatives.  **Talent Management** – Managed an Internal Talent Pool through quarterly discussions with key performers and high potential employees. Used the Talent Management program to drive this activity by defining the performance and potential link. Ensure Career & Succession Planning through People Review Process.  **Employee Delayed Attrition Maintenance** – Frequently advising Business Leaders on key retention issues by means of a Potential Leavers database. Managed to delayed attrition of key resources over the past 1-2 years through this activity.  **Compensation & Benefits** –Salary Review as per the Guidelines issued by Country HR. **Well Versed with** **Mercer IPE 2 & 3** Tools of Job Grading. Alignment of Performance Evaluation & Compensation Matrix.  **HR Project Leader & Analyst Role (Reporting to the Associate Director HR ):**  HR Project Leader for all the 3 Business Units headquartered in Noida  **Designed & Developed monthly HR Dashboard**  in order to cater Business Heads to understand their HR requirements & challenges towards channeling HR interventions to support business agendas.  Designed & Rolled out **Comprehensive Integration Program** for New Joinees.  Designed & Rolled out various **Employee Feedback Mechanisms, Employee Communication** Forums etc as part of Employee Connect Initiatives.  Designed & Rolled out **Employee Engagement** Calendar for 2008 & 2009.  Saved more than **70% of Recruitment Cost** of the Unit in 2009.  **Exposure of HR Tools**  **Mercers IPE 2 & IPE 3 Tool for Job Grading –** Proficient ( Handling Job Grading for entire India along with C&B Head India  **Thomas Profiling –** Well Versed with **HJA & PPA Module of TVPS** ( Done for 160 GET’s of 2009 Batch along with Thomas Consultants)  **Oracle HRMS (People Soft 8.9) -** Well Versed with **Workforce Administration, Organizational Development (PMS, Career & Succession Planning), Training & Development & ESS Module.** Working on e-Salary Review Project  **6 Sigma Methodology :** 6 Sigma Yellow Belt Certified ( Handling Infant Mortality Project using 6 Sigma Methodology) |
| Experience | January 2007 – July 2007 ***Eicher Motors Ltd., Pithampur ( Indore)***  **Company Profile:** ***Eicher Motors*** is one of the leading manufactures of commercial vehicles in India with a 33% market share in the 7T-11T segment.  Designation : Deputy Manager – HR  Single Window HR Role for **R&D Division** (Reporting to Head of HR, EMCV Division ):   * **Recruitment (Both Campus & Lateral)** * **Employee Development** * **Performance Mgmt. System** * **Employee Engagement, Reward & Recognition, and Retention Initiatives** * **Formalization of policies and Procedure** * **Manpower Planning and Budgeting** |
| Experience | September 2004 – January 2007 ***NTPC Ltd., Corporate (Delhi) & Plant (Vindhyanagar)***  **Company Profile:** ***NTPC LTD. (Formerly Known as National Thermal Power Corporation)*** Navratna Company of Government of India, India’s number One Power Producing Company having Annual Turnover of more than Rs. 25, 000 Crore.  Designation : Executive Officer – HR  Corporate HR Role – Noida (Reporting to the Sr. Manager HR):  **Recruitment & Selection** – Member of GET Recruitment Team of Corporate HR.  **Training** – Co-ordinated Training of GET 2004 Batch as well as Development Centre Workshop of Sr. Management Employees .  **HRD Assignment** – Coordinated NTPC **Business Quiz** and **NOCET** (Executive Talent - Competition) as part of Employee Development Prog for year 2004. Implementation of **NTPC Reward & Recognition Scheme.**  Plan HR Role – Vindhyanagar (Reporting to Plant HR Head ):  -  **Recruitment & Selection** – Recruitment of DETs and Apprentices  **Training** – TNA data Collection and Preparation of Training Calendar in tune with Corporate Policy.  **Custodian of HR Policies** – Responsible for ensuring that HR Policies & Processes are followed in the Consumer Country Office. Provide assistance to employees seeking clarifications on HR policies. Organize frequent Employee Helpdesks to provide on the spot resolution to their queries or issues, specifically during launch of new programs or initiatives.  **Employee/Industrial Relation :** Worked as HR Representative in the Union Management Committee of the Plant.  HRD Assignment –  Implementation & Maintenance of **MENTORING**,  Conducted **Organization Climate Survey** at Plant Level,  Did Internal Benchmarking of HR Processes,  Coordinated NTPC **Business Quiz** and **NOCET** (Executive Talent - Competition) as part of Employee Development Prog for year 2005.  Implemented NTPC Reward & Recognition Scheme.  **Management Reporting** – Tailor made reports using the HRMS (PeopleSoft 8.0), & MS Excel.  **Special Achievement -** Represented NTPC in **National Competition For Young Managers** 2006 conducted by **AIMA** at Chennai Won Unit Level **NTPC Open Competition for Executive Talent** 2006 and Secured 2nd Position at Regional Level in Mumbai. Designed and Developed **Own a Department HR System**. Team member in **Roll Out of PeopleSoft HRMS** at Vindhyachal Unit of NTPC Ltd.  Handled Various CSR Projects & Made CSR Presentation at Corporate for Swarn Shakti CSR Award nomination of Vindhyachal Unit. |
| Experience | September 2003 – August 2004 ***Global Green Co. Ltd., Bangalore***  **Company Profile:** ***The Global Green Company Ltd.***, was Food Processing Industry  Designation : Executive– HR  **Generalist HR Role** ( reporting to Head of HR )  **Recruitment & selection** – Lateral & Campus Recruitment of Agriculture Graduates.  **Training** – TNA data Collection and Preparation of Training Calendar in tune with Corporate Policy at Unit Level.  **Employee Relations** – HR Single Window for Plant Employees.  **Policy compliance** – Ensuring adherence to Collective agreements, organizational policy and legislative regulations for the entire staff.  **Management Reporting** – Tailor made reports using MS Excel. |
| Education | BSc. (Hons.) in Chemistry, (V.B.U)  ISc.(+2) (B.I.E.C)  10TH (BSEB) |
| Personal  **Details** | Date Of Birth : March 1ST, 1978  Father’s Name : Mr. K.M.Prasad  Marital Status : Married  Permanent Address: 202/4, Canary Vihar,Canary Road,Hazaribag- 825 301  Jharkhand |
| References | <http://www.linkedin.com/references?mrp=&posID=24990428&goback=%2Ersm> |