**VISHAL A BHATT**

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***Assignments in HR with an organisation of repute***

**PROFILE SUMMARY**

* A competent HR professional with 2 years of experience in Human Resource Management, Recruitment, Sourcing & Development, Performance Management and Retention & Attrition Management
* Proficient in overseeing smooth implementation of HR policies for manpower planning, performance management system, recruitment, selection and training of employees
* Experience in maintaining harmonious industrial relations among management and workers through efficient administration and resolution of employees’ grievances
* Capabilities in providing prompt resolution of employee grievances & maintaining cordial employee relations
* Possess strong communication, interpersonal and relationship enduring skills

**CORE COMPETENCIES**

* *Human Resource Management*
* *Recruitment & Selection*
* *Training & Development*
* *MIS Reporting*
* *Talent Acquisition & Management*
* *Employee Engagement*
* *On Boarding, off Boarding & Induction*
* *Retention &Attrition Management*
* *Public Relations Management*

**ORGANISATIONAL EXPERIENCE**

**Since Jan’13 with Sakshi Brass Industries, Jamnagar, Gujarat as Assistant Manager - HR & Administration**

**And from last 2 months as Asst. Admin in District Water and Sanitation Unit(DSWU) Khambhalia DBD district.**

* Undertaking HR forecasting activities and planning human resource requirements in consultation with heads of different departments and managing the complete recruitment lifecycle for sourcing the best talent from diverse sources
* Taking feedback from department heads about confirmation of employees, handing out appraisal letters and communicating changes in levels/compensation to all departments
* Giving download of exit formalities & procedures to employees, handling employee relieving formalities and ensuring completion of exit interviews for the employees
* Establishing two-way formal as well as informal internal communication channels to bring transparency in industrial relation system
* Looking after grievance handling, employee motivation and personnel counselling, thereby instituting measures for reducing absenteeism and employee turnover
* Preparing training plans, conducting trainings for new joiners and presenting the training reports to management
* Presenting periodical MIS reports to management on headcount, weekly hiring status, etc.
* Conducting individual, group and organisation-based training need analysis and assessments; managing existing training programs and maintaining them in-line with the business needs
* Formulating and reviewing training outlines and determining appropriate instructional methodologies and formats
* Ensuring compliance with industry and labour specific rules and regulations, conducting labour welfare activities and managing issues related to contractual labours
* Institutionalising sustainable IR policies which are in long-term interest of the organisation; liaising with enforcement authorities on matters of Labour Laws
* Managing ESIC and EPFO related processes and internal policy formulation & implementation

**Highlights:**

* Successfully recruited 7 personnel for operation and administration through news paper advertisements
* Implemented performance enhancement measures such as recognitions and incentive based systems that resulted in worker efficiency and productivity
* Ensured a good match of people to job roles through strategies such as devising and implementing effective selection systems, designing proper job description and job specification with relevant training

**ACADEMIC DETAILS**

2012 MBA (Human Resource Management) from ICFAI (Ahmedabad)

2010 DTLP (Diploma in Taxation and Law Practices) from K.P. Shah Law College Saurashtra university (Jamnagar

2007 DHRM (Diploma in Human Resource Management) from National Institute of Labour Education and Management (NILEM), Chennai

2006 B. Com. from S.V.E.T College, Saurashtra University, (Jamnagar)

**IT SKILLS**

* Operating System: Windows 98-2000-XP Vista
* Application: MS Office

**EXTRACURRICULAR ACTIVITIES**

* Represented the college and won 2nd Prize in Composition Writing Competition in 2006
* Actively took part in the Athletic Competition organised by the State Sports Council, represented the college in the same in 2005
* Participated in the Paper Presentation on Public Relations & Media Management in college in 2012

**PERSONAL DETAILS**

Date of Birth: 06th September, 1985

Languages Known: Hindi, Gujarati, & English

Mailing Address: Janta Society, Block No.18, opp. J. K. School, Jamnagar – 361 006, Gujarat