

## SUNIL J CHAUHAN

E-MAIL: [SUNIL81079@YAHOO.COM](mailto:SUNIL81079@YAHOO.COM), [SUNIL081079@GMAIL.COM](mailto:SUNIL081079@GMAIL.COM),

CONTACT: +91 7600960967,

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### *Manager – Plant HR/IR Administration*

Provide Leadership & support in functional areas of human resources including employee and labor relations, job evaluation, employee life cycle, employee development and training. Serve as strategic and tactical business partner to the leadership team.

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#### PROFESSIONAL SUMMARY:

- First Class Master's degree in Business Administration (MBA) in Human Resource Management & Post Graduate degrees in Industrial Relation & Personnel Management.
- Over 17+ years of experience with reputed organizations across industry verticals including Manufacturing Industry/Heavy Machineries, expertise in handling Plant HR / Plant IR & Plant Administration Roles & responsibilities.
- Have effectively performed in challenging roles covering the vast areas of Organization Development, Recruitment, HR Policy formulation and implementation, Employee Life Cycle Management, Employee Engagement, Training & Development.
- Sound understanding on HRD practices and ability to blend skills & knowledge to attain organizational goal. Adroit in assessing existing system and take initiative to enhance procedures to achieve greater effectiveness.
- Hands on experience on SAP HCM ECC 6.0, CCC, Outlook, Advance Excel, Word, FoxPro etc.
- Possesses proactive attitude, active in learning, excellent interpersonal and organizational skills with proven abilities in day to day HR functions and procedures.

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#### CORE STRENGTHS

Attendance, Time Management, Salary & Wages, SAP HR – Payroll processing, PF, ESIC, Gratuity, Bonus Calculation, Full & final Settlement, Statutory compliance, Liaisoning with govt. offices, contract Labour Management, Plant HR, Plant IR, Plant Administration, HR policy formulation & implementation, Manpower Planning, recruitment & selection, Training & Development, Employee engagement, Personnel & Admin, Security Management, Guest House Administration, Ensuring Good House Keeping, Transportation.

#### CURRENT COMPANY PROFILE/KEY ACCOUNTABILITIES

Company : **Raajratna Ventures Limited**  
Current Designation : **Manager – Plant HR/IR & Administration**  
Joined as : **Manager HR on May 2020**

#### Company Profile

- ☑ Raajratna Ventures Limited, Company System Certified for Iso:9001:2008 And Integrated Plant Manufacturing of SS Fasteners, SS Tubes, Solar Modules, Crepe Paper Etc.
- ☑ Total Company Strength 700 Employees with contract and business size 400 Crore annual

**Roles & Responsibilities:**

Payroll Processing:

Liasoning with government offices:

HR policy formulation & implementation:

Succession Planning

Contract Labour Management:

Plant Admin Activity:

Organisation Development:

Recruitment:

HR Generalist Activities:

Employee Engagement Activities:

Performance Management System:

ISO Compliance:

Exit Interview Process:

**PREVIOUS COMPANY PROFILE/KEY ACCOUNTABILITIES**

Company : **Electrotherm (India) Limited**  
Current Designation : **Manager – Plant HR/IR & Administration**  
Joined as : **Personnel Assistant - HR on June 2005**

**Company Profile**

- ☑ Electrotherm India Limited, Company System Certified for Iso:9001:2008 And Integrated Steel Plant Manufacturing of Di Pipe, Electric Bike, Captive Power Plant, Induction Furnace, TMT Bars, Channel, Sponge Iron, Blast Furnace, Transformer, Solar Heater, All Types Manufacturing of Battery Etc.
- ☑ Total Company Strength 7700 Employees with contract and business size 4000 Crore annual

**Roles & Responsibilities:****Payroll & Salary Management:**

- ☞ Salary & Wages preparation of permanent and Contract Labour through Payroll System
- ☞ Attendance Management, Leaves Management and all type salary deductions.
- ☞ Preparing the monthly salary, including new joining cases, increments & arrears etc.
- ☞ Ensure completion of Payroll process as per the time line.
- ☞ Processing salary inputs of the employees with help of Account Department
- ☞ PF, ESIC, Gratuity, Bonus Calculation
- ☞ Full and final settlement and complete reliving procedures.

**Statutory Compliance & Liasoning work:**

- ☞ Liasoning with all Concerned Govt. office like PF, ESI, Labour office, Inspectors of factories, District Industries Centre & Employment Exchange, GPCB, Electrical Dept., Forest Dept. etc.
- ☞ To ensure all compliance under the Factory, Contract Labour, ESI, EPF, Bonus, Gratuity, Pollution Control, Minimum Wages, Payment of wages, Maternity Benefit, Apprentice acts etc.
- ☞ GPCB: Attending visits and submitting replies in coordination with Plant Head and consultant.
- ☞ Applying and renewing all license like Factory License, Boiler license, Plan approvals,
- ☞ Timely Submission online challan of EPF (ECR) and ESIC.
- ☞ Prepare Monthly/Quarterly/Half yearly/Yearly returns above all acts and send to concern authority before due dates.
- ☞ Maintain Liasoning with Govt. Bodies and take care of the timely submission of returns

### **Industrial Relation/Employees relation:**

- ☞ Handling and resolving all employees' grievance in harmonious and growth oriented working environment.
- ☞ Issue of charge sheet, domestic inquiry, show Cause, warning, suspension and Termination letters.
- ☞ Check absenteeism of regular basis and sent the report to concern Head of Department
- ☞ Issue the absenteeism letter to employees who are not coming without information.
- ☞ Maintain the discipline according the management direction and policy.
- ☞ Handling court cases.
- ☞ Ensure implementation of the Smooth coordination between Management and Union Leaders.

### **Contract Labour Management:**

- ☞ Handling the contract labour management as a Principle employer and resolve issues related to them.
- ☞ Responsible for contractor's agreement and monitoring timely renewal License & manpower of contracts.
- ☞ Monitoring the record and register under Labour Law (Muster roll, Resister of wages, Register of deduction for damages, Resister of fine, Resister of Advance, Resister of Over time etc.
- ☞ Verification of contractor's bill and submit to Account Department.
- ☞ Manpower tracking & its fulfilment according to plant requirement.

### **MIS & Admin Activity:**

- ☞ Coordinate with Corporate HR on various HRMIS pertaining into units/Plant-head counts, transfer, new joining, contractual workers, manpower cost analysis etc.
- ☞ Canteen Management, Transportation Management
- ☞ Safety & Security Management, House Keeping
- ☞ Mobile, Data Card, TADA & Conveyance bills verification
- ☞ Guest house management,
- ☞ Hotel bookings, Air-Road-Train Ticket Bookings.
- ☞ Handling Events like office picnic, Annual day celebrations
- ☞ To ensure timely refilling & service of Fire Extinguishers.
- ☞ Maintenance of Office/office vehicles
- ☞ Coordinating with Architects if any Office Interiors changes to be done.
- ☞ Maintaining record of AMC (Computers, AC, Cars, Pest Control, Insurance, Etc.)

### **Recruitment:**

- Responsible for end to end recruitment activities to get right people at the right time
- Preparing Job Description for each position as per the organisation charts.
- Identifying vacancies, advertising, searching resumes from portals, database, referrals & consultant.
- Screening and short listing the CVs, arranging and conducting interviews within the lead time.
- Conducting Walk-In interviews and Campus drive in the colleges.
- Salary negotiation, issuing offer Letter to selected candidates.
- To complete all joining formalities and maintenance of updated service record / personal files.
- Coordinating induction and orientation programme for new joiners.
- Issuing appointment letter to the joining candidates.

### **Performance Management System**

- Ensuring periodic review of Employees under probation and complete the confirmation process after approval from HODs
- Implement the Performance Management System and ensure completion of process as per the time line
- Preparing the evaluation forms and share the same with all functional heads.
- Coordination in setting KRA form of the employee along with departmental HEAD (In Plan Stage)
- Educated employees about self-appraisal.
- Analysing the forms & interpretation on the basis of ratings.
- Finalizing annual increment process, special increment, regular promotions and special case promotions.
- Designing CTC structure as per increment rating.

### **Training & Development**

- Identify the Training Needs, Performance Improvement Plans through discussion with HODs & Appraisal process towards enhancing employee productivity and building committed teams
- Plan & Organize the Training Programs as per need and assess their effectiveness
- Preparing and maintaining record of the Training Programs conducted

### **ISO Compliance:**

- Ensuring all the updating of the ISO documentation and formats.
- Creating safety awareness amongst worker through trainings, Mock drills& visuals
- Learning & enforcing standard operating procedures
- Facing the internal & External Audits

### **Employee Engagement Activities:**

- ☞ Birthday/ Anniversaries celebration
- ☞ Wedding Gift
- ☞ Knowledge sharing Activities
- ☞ Employee Suggestion scheme,
- ☞ Employees Get together,
- ☞ Rewards & Recognition to performers.
- ☞ Festival Celebration
- ☞ Fitness league & Joy of giving programs.
- ☞ Annual Picnic & other events

### **Exit Formalities:**

- ☞ Administering Exit paper work including all statutory requirements.
- ☞ Conducting Exit interviews & share the insights with the Senior team for any retention strategies or corrective action
- ☞ Preparing Exit Interview summary
- ☞ Giving post-employment reference for relieved employees.
- ☞ Preparing Full & Final & submit it to Accounts Department for final settlement.
- ☞ Preparing relieving & experience Letter

### **Noteworthy contributions to present organization:**

- ☞ HR Policy formulation & Implementation.
- ☞ Contributed for successful implementation of SAP HCM.
- ☞ Contributed ideas for designing in house ERP for Contractor employees.
- ☞ Guaranteed Zero complaints in settling separation cases by timely release of Full & Final dues, gratuity.

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### **ACADEMIA**

- ✓ **I.R.P.M** From Bhavan's Rajendra Prasad Institute of Communication & Management in year 2009 with 47%
- ✓ **M.B.A** From National Institute of Management in year 2008 with 70%
- ✓ **Sanitary Inspector** From Local Self Government Mumbai in year 2002 with 53%
- ✓ **B.COM** From Gujarat University in Year 2000 with 43%

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### **PERSONAL MINUTIAE**

Date of Birth : 08.10.1979  
Father's Name : Jasubhai Chauhan  
Hobbies : Listening Music, Travelling.  
Marital Status : Married  
Language Known : Gujarati, Hindi, English  
Current Salary : 8.11 Lac CTC P.A.  
Expected Salary : As per company Policy  
References : Available on Request