



VINOD KUMAR CHOUBISA

High-Impact Senior Talent Acquisition, Talent Management, Sales HR, and HRBP Professional
Driving Strategic HR initiatives to realize bottom-line results and enhance employee engagement in the pursuit of Organizational objectives across diverse set of industries

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📅 .15 - 08 - 1986

KEY SKILLS

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HR - Generalist

Recruitment, On boarding & Lifecycle Management

Talent Management & Development

Sales HR , Plant HR

HR - Business Partnering

Learning & Development

Employee Relations / Employee Engagement

Performance Management

Green field Experience

HIGHLIGHTS MAJOR ACHIEVEMENTS.

- ✓ Successfully hired 11 General Manager Sales Level Recruitment & make them joined on one day and completed their Process in Sep 2021.
- ✓ Successfully Hired Qualified Chartered Accountant and HR Head, Plant head and Head Position of IT Venture of the company.
- ✓ Arranged Recruitment Drives for Face to Face interview senior level position.

PROFILE SUMMARY

- Highly motivated & energetic HR professional with rich experience of over **10+ years** in devising and effectuating HR, Policies, **Training & Development**, **Talent Acquisition** related activities, **employees engagement & Grievance handling** and so on.
- Spearheading internal departments **coordination** to develop and implement strategies to improve the quality, productivity and efficiency of the HR and talent Acquisition of the company across India for **Sales** as well **Plant**.
- Excellence in managing activities related to **Talent Management Lifecycle** involving understanding JDs, sourcing, screening & short listing candidates, scheduling/ conducting interviews, finalizing salaries, on-boarding candidates.
- Contributed towards **Performance Management**: performance review, designed scalable talent development plans and strategized for creating an enjoyable workplace & performance based culture.
- Excellent motivational and **Employee Engagement** skills to sustain growth momentum while motivating peak individual performances; introduce & led various Employee Engagement, Employee Welfare and Rewards & Recognition Programs.
- Skilled in strategizing long/short-term directions by forecasting future **manpower planning**, **Requirements** and designing plans for acquiring requisite skills & competencies.
- Experience in **competency development**, **formulation and implementation of HR systems and policies to meet strategic objectives**.

WORK EXPERIENCE

Aug'21 - Present: Tirumalla Oil Refinery Pvt. Ltd. Navi Mumbai - Deputy Manager Talent Acquisition
Key Responsibility Area

Talent Acquisition & Development

- Preparing and implementing comprehensive business plans to facilitate achievement Involved in full Recruiting Life Cycle & end to end recruitment. Understanding different requirements and deciding on the Recruitment & Selection strategy.
- Develop and execute a sourcing strategy, pre-screen candidates and deliver pre-qualified diverse candidates for hiring manager's evaluation
- Handling Talent Acquisition process for Green field project (plant setup).
- Handling Talent Acquisition for Plant as well sales for PAN India for junior and senior Level. Handling different tools like job portals, Sourcing CVs, Conducting Drives, Walk-ins and personal interviews.
- Coordinate with internal department managers to forecast future hiring needs & End to end recruitment
- Experience in effective sourcing, screening and interviewing techniques. Joining Formalities, Induction Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management (For E.g. Offer letter, Appointment Letter.
- Worked with Jekson Vision Pvt. Ltd. Feb 2021 to July 2021.

EDUCATION

- ✓ Master Of Human Resource Management from JRN RVU University Udaipur Rajasthan in 2010.
- ✓ Diploma in Labour Law from MLSU Udaipur Rajasthan in 2011.
- ✓ Bachelor of Science from MLSU Udaipur Rajasthan in 2007.

TECHNICAL SKILLS

- ✓ MS-Office
- ✓ Job Portals – Naukri.com & Other.

HIGHLIGHTS MAJOR ACHIEVEMENTS.

- ✓ Join Inbisco India in semi Greenfield stage so huge manpower requirement was there, I did a large no. of recruitments and helped organization to run plant full fledged on deadline. (During 2014 to 2015).
- ✓ Campus Recruitment of graduate engineering for MDP program 2016.
- ✓ Got Promotion from grade and class III-7 to III-8 in 2016.
- ✓ Got "A" rating in yearly performance appraisal.
- ✓ Managing HACCP / HALAL and many external Training.
- ✓ Started and managed various festival celebrations like Christmas, Navratri, kite flying and many more.
- ✓ Started Birthday celebration for employee.
- ✓ Successfully arranged OBT at Udaipur for all staff members in 2018.
- ✓ Successfully arranged OBT at Kumbhalgarh for all staff members in 2019.
- ✓ Successfully managed Sports activities like cricket, volleyball, kabaddi, football, tug of war, for staff in 2019.
- ✓ Successfully Managing Corporate Sales recruitment for entire India from top to bottom level.
- ✓ Handled competencies Mapping Project.

ACADEMIS EXTRA CURRICULAR

- ✓ C' Certificate in NCC Air wing.
- ✓ 'PRE RDC-I' Certificate in NCC.

LANGUAGES:

- ✓ English, Hindi, Gujarati, Mother tongue.

Dec'14 - Nov'2020: INBISCO INDIA PVT. LTD. Ahmedabad – Section Head – Human Resource

Growth Path:

Section Head – Human Resource Grade III Class 7 Dec'14-Dec'15
Section Head – Human Resource Grade III Class 8 JAN'16 - Nov'20

- Headed entire gamut of recruitment lifecycle starting from job posting, interview scheduling, walk-in management, conducting interviews, rolling out offering letter and so on.
- Conducted HR induction of new joiners, making them aware about company policies, job roles, benefits for them, growth path, and expectation from company side and Handover of batch to the concerned departments..
- Proactively organized and managed various employee engagement activities.

Key Responsibility Areas:

- **Manpower planning & Budgeting**
 - To discuss the Manpower No's with respective HOD's.
 - To draft the pay cost & manpower budget of all departments.
 - To keep track of approvals of the senior management on the manpower budget.
 - To keep the track of the recruitment on monthly basis & ensure people are hired within the budget approved.
 - To review the budget on quarterly basis for required changes due to change in departmental requirement or plans.
 - Minimizing the manpower budget by sourcing people from budget friendly sources.
- **Recruitment, Resourcing & Development**
 - Successfully Completed Greenfield project for Inbisco plant in Gujarat and hired approx. 150 employees on monthly basis.
 - Handling entire plants recruitment (volume/bulk hiring) of lower, middle & senior level positions through various sources
 - Sourcing candidates from different sources and handling vendors as well.
 - Planning human resource requirements in consultation with heads of different functional & operational areas.
 - Handling manpower consultants for sourcing manpower on time to time basis.
- **Induction & Orientation**
 - Tie-up & maintaining healthy relations with Colleges & Institutions for campus recruitment.
 - Monitoring joining formalities of employees, related to filling of joining form, documentation & personnel files.
 - Monitoring regular & timely Induction of employees with all departments.
 - Monitoring other joining related formalities such as, welcome mails, opening of bank accounts & removing
 - Bottleneck related to the same.
- **HR Operations**
 - Preparing offer letter & appointment letter
 - Conducting Exit Interviews & submitting required reports to Head HR & the concerned department.
 - Providing inputs to payroll team for the final settlement.
 - Resolve Employee's Grievances or queries in term of day to activity & solving them with the help of Concerned HOD's & head Hr.

PREVIOUS EXPERIENCE

TATA AIA Life Insurance HR Executive – Oct 2012 to DEC 2014.

YK Placements HR Executive - Aug 2011 to Sep 2012

I hereby do affirm that the information provided above is true to the best of my knowledge & belief.

Date:

Place:

VINOD KUMAR CHAUDHARI