

RESUME FOR THE POST OF SR. MANAGER (HR)

GIRISH N. JADAV

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Job Objective

Seeking senior level assignments in / **Human Resources** / & **Industrial Relation** and **Personnel & Administration** with an organization of repute.

Summary of Skills & Experience

- Over 27 years of experience in Personnel and Administration, Human Resource Management Man power planning and Industrial Relations in the Industrial Sector.
- Vast experience in policy formulation and administration for HR activities like manpower planning, recruitment and selection,
- Ensured maintenance of cordial industrial relations among management and workers through efficient administration of employee welfare activities.
- An accredited professional for overseeing the entire gamut of general administration activities of the organization.
- Good liaison experience with different Government Authorities i.e. P.F. Inspector/ Factory Inspector/ Collector office / Electricity duty and local authorities.

Key Areas of Expertise

HRM / HRD

- Oversee smooth implementation of HR policies for manpower planning, recruitment, selection, induction, orientation and development of new employees in the organization.
- Handle the development and administration of performance management programmer in the organization, including periodic performance reviews and appraisals for all staff members.

Industrial Relations

- Maintain cordial industrial relations in the organization through initiating settlement proceedings and enabling workers to voice their opinion.
- Liaison with union for maintenance of harmonious industrial relation.
- Appear before labour court, Industrial tribunal, civil court, in co-ordination with Advocates
- Ensure prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by the workers.

General Administration

- Supervising day-to-day administration of facilities and utilities in the organization.
- Issuing warning notice, show-cause notice, charge sheet etc.
- Handling of Domestic Inquiry
- Contract Labour records maintenance
- Maintenance of Security, Canteen, Staff Bus
- Planning for and supervising the maintenance of organizational infrastructure and assets.
- Implementing staff welfare policies with a key focus on enhancing employee motivation.
- Ensuring optimum and effective utilization of funds in providing congenial work environment and basic amenities in the work premises.
- Supervising the implementation of SHE initiatives across the plant to prevent accidents & adhere to statutory regulations and safety norms

New plant Setup

- Having experience in setting up New Plant Project and proficient in handling statutory compliances related new plant
- Coordinate with Govt. bodies for Govt. Order, Land allotment (CLU).
- Taking care of all Legal formalities & approval for a new plant.
- Liaison with Govt. Authorities for Factory & other Licence.

Organizational Experience

From August 2016 to till date with RUCHA ENGINEERS PVT. LTD. , At Tata Nano Vendor Park, Sanand , Dist. Ahmedabad as Sr. Manager (HCM)

Key Tasks Handled:

- Successfully handle the operations of the Personnel Department of the Company.
- Successfully implement 'Human Resource Policy ' to streamline the operations of the Personnel department and effective management of employee related matters
- Government liaison with different authorities i.e. Factory Inspector, P.F. Office, Electricity Duty office, pollution control board, G.E.B. etc.
- Implemented safety policy and norms
- Successful handling of MSA of TML
- Controlled wages bill ratio against sale

From July 2011 to 20/08/2016 with SHARDA MOTOR IND. LTD. , At Tata Nano Vendor Park, Sanand , Dist. Ahmedabad as Manager (HR/P&A)

Key Tasks Handled:

- Successfully handle the operations of the Personnel Department of the Company.
- Successfully implement 'Human Resource Policy ' to streamline the operations of the Personnel department and effective management of employee related matters
- Government liaison with different authorities i.e. Factory Inspector, P.F. Office, Electricity Duty office, pollution control board, G.E.B. etc.

From July 2008 to June 2011 with GUJARAT POLYFILS, At Nana Borsara, Near Ankleshwar, Ta. Mangrol. Dist. Surat as Dy. Manager (HR)

Key Tasks Handled

- Successfully handle the operations of the Personnel Department of the Company at its initial stage.
- Successfully developed 'Human Resource Policy ' to streamline the operations of the Personnel department and effective management of employee related matters
- Government liaison with different authorities i.e. Factory Inspector, P.F. Office, Collector & Mamlatdar office (land N.A. Work), Electricity Duty office, pollution control board, G.E.B. etc.

From June 2005 to July 2008 Asstt. Manager (Personnel) with Supernova Polyfab Pvt. Ltd. , Kerala GIDC, Ta. Bavla, Dist. Ahmedabad.

Key Tasks Handled

- Recruitment and Plant supervision .
- Government liaison with different authorities i.e. Factory Inspector, P.F. Office, Electricity Duty office, Police Deptt., G.E.B. ,GIDC etc.
- Maintenance of Staff Bus, Canteen Colony etc.

From January 1995 to January 2005 Labour Welfare Officer

with M/s **Tai Chonbang Textile Industries Ltd.** At Chharodi Ta. Sanand , Dist. Ahmedabad.

Key Tasks Handled

- Plant supervision .
- Government liaison with different authorities i.e. Factory Inspector, P.F. Office, Telephone office , Police Deptt.etc.
- Maintenance of Staff Bus, Canteen etc.
- Maintenance of Statutory records under various labour laws.
- Supervision of Time office functions.

Educational Qualifications

- M.L.W. from Gujarat University in 1993.
- B.Com. from Gujarat University in 1991.

Computer Skills

MS WORD, MS EXCEL, Internet etc, SAP

Personal Information

Name	:	Girishkumar N. Jadav
Present Address	:	13 Bhagwati Society, Near Old Civil Court, Nalsarovar Road, Sanand, Dist. Ahmedabad
Date of Birth	:	21 st July 1970
Sex	:	Male
Native	:	Sanand, Dist. Ahmedabad, Gujarat
Father	:	Shri Natvarlal B. Jadav
Languages Known	:	Gujarati , English & Hindi
Mob.No.	:	9924203050 / 8160202313
Email	:	girish_jadav70@ rediffmail.com
Present CTC	:	12.28 lacs/pa
Expected CTC	:	16 lacs /pa

Girish Jadav
Sanand