

Parmindersingh R. Yadav

Business HR Partnering, Training & Development

MBA (HRD), Certified T&D Mgr, MDP - IIM (Indore)

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Career Objective: Enabling business by building human excellence in VUCA world.

Executive Summary:

- 12+ years experience across entire HRM gamut
- 7+ years of experience in managerial capacity while 5+ years in generalist role, mostly with IT Industry
- Delivered 100+ training sessions i.e. Induction, Soft skills, and Personal development
- 25+ campus/pool campus drives and job fairs across country
- 700+ diverse talent hiring at various levels
- Business network across various associations i.e. NASSCOM, GESIA, CII, ISTD and IT/CE institutes

Organizational Advantages:

- Capable to lead the team and drive the various business projects aligned to HR in independent way whilst playing diverse roles such as; manager, mentor, trainer, strategic partner, employer brand manager recruiter, interviewer, management diplomat, management system auditor, ombudsman, and change ambassador through core competencies like; leadership, profound thinking, integrity, systematic approach, meticulous work style, persistence, interpersonal skills, and marketing abilities
- Flexible to work with baby-boomers, cross culture virtual teams, and millennial through art of relationship, empathy, and communication skills with language proficiency in English, Gujarati, and Hindi
- Digital knowledge of Microsoft package (office, 365 outlook, and windows), Skype, job portals, and social media. Adaptable to GIG economy and industry 4.0 revolutions changes in alignment to HR practices such as; analytics, matrix, chat bots, and cloud based system etc.
- Ability to migrate, travel, and work as per global business requirement

Industry Experience:

Sarjen Systems Pvt. Ltd.

www.sarjen.com (Microsoft Gold Partner)

Lead - HRD, 2013-19 (Reporting: MD)

HR Generalist, 2007-10 (Reporting: MD)

'Among Top 10 pharma & life sciences business technology solution provider' recommended by INSIGHT SUCCESS

- Relentless support, services, activities and advisory to business in its growth journey from 20+ members' start up firm to 200+ dynamic team across Ahmedabad and Mumbai
- Delivered 100+ induction training sessions for new recruits
- Delivered 50+ soft skills, personal development, and executive effectiveness training sessions
- Facilitated 20 + cross functional and 10+ CSV (21 CFR Part 11) training sessions
- Initiated '3T - Today's Technology Trends' learning session for technocrats
- Delivered 'Workplace Skills' training session to 50+ needy and eligible students for 'Kaushalya Vardhan' (Skill Development); a CSR initiative of company
- Set up a mini library of multi genre books within an organization
- Hired 150+ GETs through 25 + campus drives across PAN India

- Based on critical role identification, 150 + lateral hiring for various technical roles i.e. Microsoft, Java, PHP and Mobile Technologies. Also 50+ lateral hiring for functional consultants and SME roles
- Hired 15+ SAP consultants (FICO, MM, SD, ABAP, PI) for a new ERP project inclusion in portfolio
- Per hire cost reduction by 25 % through social recruiting, referrals, rejoining and alumnus support
- Organized annual health check up camps for improving members' physical fitness
- Designed and implemented 'LEO Awards'; a reward scheme to recognize variety of performances
- Up to 4% annual reduction in talent exodus by addressing majority of reasons stimulating turnover
- Represented management in 3 consecutive ISO 9001:2015 certification audits and 4 surveillance audits performed by BUREAU VERITAS. Also played role as an internal auditor in more than 6 internal audits
- Represented HR department in 4 qualification audits performed by potential clients; also 7 Re-qualification audits performed by clients
- Actively participated in BD event; Vibrant Gujarat Technology & Startup Summit 2018, Gandhinagar
- Active support in designing iGeneration workstations and accessories like t-shirt, diaries, and desk planner
- 5 + blood donation drives and 3 + educational sponsorship drives via NGO for needy students as CSR
- Participated in ORM (Online Reputation Management) intervention for image improvement
- Played lead role in getting shortlisted as 'Best Software Company' certificate powered by PWC

Doshion Veolia Water Solutions

Dy. HR Manager, 2012-13

Reporting: Executive Director, VP (HR)

- Closely worked with ICB (Intellectual Capital Building) team for planning training calendar and execution of the same across all strategic business units
- Mentored, inducted and regularized 10 + BATU students selected as GETs
- In-depth induction training programs for senior recruits with extensive on-boarding action plan
- Actively participated in HR process re-engineering exercise held with KPMG team.
- Value addition through contents and write ups in internal magazines; E-Splash and Waves
- 20+ lateral hiring for diverse roles across all three levels
- As an HRF, independently served 2 strategic business units; IOD and MOE strengthening 120+ employees in corporate policy implementation, statutory matters & administrative grievances solutions, welfare & safety measures, and keeping eyes on detail
- Facilitated office and site engineering teams in monthly plans and weekly reports/ review meeting with ED
- 50 + grievances were successfully addressed through 'Hum Hai Na' group
- Managed and anchored 'See You at Top' – a quarterly open session with reward and celebration

Pelican Business Venture

www.pelicangroup.co.in

HRD Manager, 2011-12

Reporting: Executive Director

- Mentored and engaged 7 GETs of NIFT on specialized projects with diverse business processes
- Contribution in production expansion of garmenting business through permanent and fixed term contractual talent supply of 100+ skilled, semi skilled, and unskilled workforce
- Hired a core team for a new business segment product of F&B; Caffé Romulus
- Relationship manager for 50+ on roll and 150+ contractual employees with diverse business segments; garmenting, food & beverages, and product trading
- Represented department during 3rd party audit or any kind of statutory inspection
- During eventual downsizing, played instrumental role in harmonious retrenchment of 150 + workforce

Mangalam Information Technologies Pvt. Ltd.

www.mangalaminfotech.com

HR Executive, 2006-07

Reporting: Head - HR

- Took self responsibility of Induction training sessions for new recruits that saved HOD's 10% man hours
- 300 + non voice process BPO operators' volume hiring in span of consecutive two quarters
- Hired 15+ voice process executives for US shift to start new business process as call center
- Served as an HRF & Admin to diverse business processes & operational floors in evening and night shift

Practices:

1. Business HR Partnering (HRBP):

Business Associations: Exploring business opportunities and building learning organization by working with associations like NASSCOM, GESIA, CII, ISTD, AMA, and BUREAU VERITAS etc.

Employer Branding: Improving employee experience, practicing ORM (Online Reputation Management), running CSR campaigns, and employer profiling/packaging to promotion

Business Communication: Through HR corner, employee portal, special messages, circulars, social media posts, video conferencing, online messengers and open house sessions etc.

Harmony & Culture: Grievance handling and counseling based on industrial psychology & transaction analysis' understanding, corporate wellness camps, setting up employee feedback mechanism, change management. Workplace happiness initiatives like promoting inclusion & diversity, recreational activities, and occasional events of celebrations

Employee Engagement: On-boarding, goal clarity, role & responsibilities delegation while ensuring optimal use of human's competencies, encouraging collaboration, feedback mechanism, and team meeting. Mentoring and engaging them as an volunteer in various circles

Performance Improvement & Rewards: Performance improvement initiatives, Performance appraisal methodologies, KRA review, job enrichment, client site exposure, overseas assignments, project/technology rotation, promotion, recognition & rewards, performance bonus, and many more

OD/QMS Intervention: Management representative in formulating and implementing QMS (ISO 9001:2015), QMS team building, SOP management, document control, MRM, audit management (internal, surveillance, certification, qualification, and re-qualification), and liaison with certification agencies/auditors i.e. BUREAU VERITAS, and client representatives. Formulation of HR departmental policies, SOPs, manuals, objectives, and templates

Data Security: HR practices aligned to cyber security management to deal with various issues i.e; data theft, damage to infrastructure, misuse of IT facilities and social media, disclosure, and exit/handover cases

HRMS: Functional admin role with user perspective, change/issue requests, and managerial reports

Capital Management: Annual budget exercise, managing departmental working capital, and expense mgt

2. Training & Development:

Training Need Analysis: Diagnosis, GAP analysis, and competency mapping

Facilitator Role: Serving from requisition to certification, training records archival, and practicing various training types such as; functional, technical, webinars, CBT/WBT, conferences, seminars, library support, e-books, and induction training

Trainer's Role: Design, development, and delivery of modules such as; Personal Development, Soft Skills, Basics of Business English, Corporate Readiness, and Workplace Skills using various learning styles and pedagogies like games, storytelling, industry cases, video clips, role play, classroom interaction etc.

3. Hiring:

Talent Supply: Lateral hiring, volume hiring, campus hiring, C2H (Contract to Hire), FTA, On-demand hiring as freelancing moonlighters/side giggers, part time consultants, internal talent mobility through promotion/transfer/offshore & onshore deputation

Media: Digital media (job portals/social media/website), print media, staffing firms and referrals

Assessment: Profile screening in accordance to job specification & job description, assessment types i.e. behavioral interview, psychometric tests, and aptitude tests. Practicing interview methods i.e. Telephonic, conference calls, video (Skype), F2F interviews, and panel interviews etc.

Selection: Short-listing, negotiation, offer, background verification, and appointment letter

4. Payroll & Compliance:

Employment & Regularization: As FTE, contractual, apprentice trainees, probationers, and on-roll

Payroll Process: Conceptualizing 'Total Reward' philosophy, designing CTC framework with components, attendance process, and pay revision

Social Security Compliances: Adequate awareness of social security schemes such as; PF, ESIC, Gratuity, Bonus, Maternity benefits, and Minimum wages

Employment Compliances: Knowledge of compliances such as; shops & establishment, factory act, industry dispute act, standing order, POSH, contract labor act, ER-1, and CNV

Separation: Handling resignation, layoff, retrenchment, and termination. Subsequently F&F settlement

Records Mgt: Employee personal files/master data, attendance & leave records, salary sheets, salary slips, licenses, certificates, and other needful statutory records

Workplace Management & Services: Vendor exploration to engagement, handling annual maintenance contracts & SOS, workstation planning, and infrastructure security management

Recognitions:

- Appeared on 'INSIGHT SUCCESS' business magazine page (April '19 edition) as well as on company website as a core team member of Sarjen Systems Pvt. Ltd.
- Selected as 'Management Representative' to drive ISO 9001 (QMS) intervention by Sarjen Systems
- Appreciated for initiating & organizing 'Cricket Tournament' and 'G.K. Quiz' at Mangalam Infotech
- Awarded by high school community for being among Top 3 students in matriculation exam

Workshops & Conferences:

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| 1. Future Skills, NASSCOM, 2019 | 4.Training Games, AMA, 2018 |
| 2. Diversity & Inclusion, CII, 2018 | 5.Academia & Industry Bridge, Nirma University, 2016 |
| 3. World Class System, AMA, 2010 | 6.Counseling, Mentoring and Coaching, AMA, 2006 |

Co-curricular: Core volunteer, Extramiles Human Rejoice & Development Venture for youth (outdoor learning, live interaction, expert talks, and write-ups) through membership support of Indian Society for Training & Development

Professional Certifications:

MDP - Train the Trainer, Indian Institute of Management Indore, 2019

Certified Manager - Training & Development, Vskills (Govt. of India Initiative), 2019

Certified Internal Auditor (ISO 9001:2015, Quality Management System), BUREAU VERITAS, 2018

Academic Education:

MBA (HRD), 67%, Idea Institute of Management (SMU), Ahmedabad, July 2005

IR & PM (Industrial Relations & Personnel Management), 60%, Bhartiya Vidya Bhavan, Ahmedabad, July 2004

Graduated in Humanities (Sociology/Psychology), 58%, Gujarat University, Ahmedabad, July 2002

Hobby: Cycling, Traveling, Cricket, and Watching Movies

Needful Details:

Birth Date : July 09, 1981

Birth Place : Sabarmati (Ahmedabad)

Permanent Address : 550/ 3582, Shraddha Park, Chandkheda, Ahmedabad - 382424, Gujarat, India

Passport Number (ID) : T7722585

References: Available upon request