**DIXIT CHAUHAN**

🕿: +91-9033961013

🖳: [dixy67@gmail.com](mailto:dixy67@gmail.com)



**HR Business Partner**



**CAREER OBJECTIVE:**

With significant knowledge and experience gained in the HR and Admin domain in the past three and half, I am determined to work with reputable organizations in the corporate sphere. Being a passionate and result-oriented professional, I hope to effectively utilize my skills in the best interests of the organization and the society at large.



**CORE STRENGTHS IN HR & ADMINISTRATION**

|  |  |
| --- | --- |
| * **HR Management & Operations** * **Talent Acquisition** * **Induction & Orientation** * **Compensation & Benefits** * **Performance Management System** * **Employee Counseling** | * **HRIS & System Implementation** * **Employee Engagement & Welfare Activities** * **Training & Development** * **Office Admin** |



**PROFESSIONAL EXPERIENCE – 7.0 Years**

**FTA HSRP SOLUTIONS PVT. LTD. - GANDHINAGAR February 2021 to till date**

Assistant Manager – HR & Admin

**HIGHLY ELECTRICAL APPLIANCES INDIA PVT. LTD. (HIEC) – AHMEDABAD May 2018 to January 2021 (2.9 Years)**

**Subsidiary of Shanghai Electrical (SHEC-Chinese MNC)**

Executive – HR & Admin

**THE ANUP ENGINEERING LIMITED (LALBHAI GROUP) - AHMEDABAD August 2015 to April 2018 (2.9 Years)**

**Subsidiary of Arvind Ltd.**

Senior Officer – HR & Admin

**MAKKWANA PRODUCTS PVT. LTD. - BARODA May 2014 to August 2015 (1.3 Years)**

Executive – HR & Admin



**SALIENT FEATURES OF RESPONSIBILITIES HANDLED**

**FTA HSRP Solutions Pvt. Ltd.**

* Heading the Department, reporting to CEO.
* System Implementation, Policy Framing, Manpower Planning, Compliance, Payroll, Compensation and benefits, Employee engagement activities, initiating T&D in organization.
* Handing almost 1000 employees of 2 companies, 4 white collar and 9 blue collar employees are reporting to me.
* Major role – to establish Time & attendance system, payroll system, T&D initiative, HRIS implementation, MIS, Payroll generation.

**Highly Electrical Appliances India Pvt. Ltd.**

* **Talent Acquisition & Management:** RecruitmentfromGET to Sr. Manger/HOD Level, Understanding the job profile, discuss with HODs regarding their Manpower requirements, Head Hunting from similar industries, float IJPs to identify the internal talent, onboarding, Entire Induction Program, Make employee familiar and adjustable to work culture and environment, Salary negotiations, comparisons with internals parities, Making of MRFs, HQ approvals regarding senior profiles, monthly counseling sessions to retain the talent. Employment branding practices, working with Job portals (Naukri, Linked), and Recruitment consultancies
* **Training & Development:** TNIs, Identifying Role-based Competencies, competency mapping for Staff and skill matrix for technician, Analyzing Priorities & Training budget approvals, identifying the Trainers (Internal/External), Preparing the Calendar, Feedback & Evaluation Analysis, Training Effectiveness, Organizing Various Outbound programs, Achieving Training Man-days. Consultation with MD and HQ for approvals
* **Performance Management System:** Narrow down the KRAs & KPIs from Organizational KRA received from HQ, prepare own KRA/KPI, Quarterly review of employee’s KRAs with the HODs and individuals, Preparing and managing the Bell Curve (20-30-40-10) (A,B,C,D) of Staff and technician, preparing and analyzing the data, take approval of budget from HQ, Salary reports and salary revision and implementations. Reframe the entire compensation structure.
* **Employee Engagement Activities:** Employee Engagement survey, Employee Satisfaction survey received from HQ, Employee Well-Being Program, Swacchta Campaign, Plantation, Blood Donations, Birthday celebrations, festive celebrations, Yoga/Meditation, Sports Week, Contract Meet, Vendor Meet, Picnics Etc. annual video making completion.
* **Rewards & Recognition**: Pace Maker Award (Highest in Highly), Chuddi Buddi Award, Employee of the Year Award, Best 5S Departmental Awards, monetary awards for contractual workmen.
* **HRIS:** Monthly MIS and HQ reports for costing analysis, manpower analysis, attrition data etc.
* **Payroll:** Maintaining and preparing salary of staff in Saral Software.
* PF/ESIC/LWF/employment exchange return, IT return, factory annual return filling
* Attendance management
* Managing Cosec Matrix and DingTalk software for attendance management
* **Contract Labour Management**:
* Coordination with contract labour suppliers, recruitment of their labours
* Preparation of manpower establishment with manufacturing.
* Contract labour Data Management
* Monthly attendance and coordination for payroll.
* PF & ESIC compliance check & management, register (i-card, leave, muster) checking with contactors
* NEEM establishment and maintain NEEM trainees
* PMRPY scheme PF amount recovery every month.
* Safety coordination of contract labour
* Manpower arrangements on daily basis according to quota.
* Working on project regarding ITI holder’s recruitment, attending Bharti Melas.
* Compliance under Factories Act, Contract Labor Act, PF Act, ESIC Act, Apprentice Act, Minimum Wage
* Maintaining and verifying all the compliance related to contract labor.
* Audit of contractor’s returns, registers, license etc.
* Representing Management with Government authorities such as Labour Court, factory inspectors’s Office , Dy Labour Commissioner’s Office, State Apprentice Board, Employment Exchange, Various Colleges for campus Recruitment

**Anup Engineering Ltd.**

* **Talent Acquisition & Retention:** Understanding Organogram, Future Requirements, Head Hunting, Internal Job Transfer, Off Campus/On Campus Sourcing, Pumping Manpower, Converting Candidate to an Employee, Periodic Counseling to Retain Committed Workforce, Salary Comparisons & Compensations. End to End Recruitment from Fresher Trainee till Sr. Manager Level.
* **HR Operations:** Entire Employee Life Cycle (Induction& Orientation, Confirmation Appraisals, Counseling& Separations), Streamlining Processes, Entire Payroll/Wages & Salary Administration, Meeting House Keeping Challenges, Grievance Handling, Administration &Following Various SOPs. Time Office.
* **Learning & Development:** Identifying Training Needs, Identifying Role-based Competencies through framework, Analyzing Priorities & Training budget approvals, Scrutinizing the Trainers (Internal/External), Preparing the Calendar, Feedback & Evaluation Analysis, Training Effectiveness, Organizing Various Outbound programs, Achieving Training Man-days.
* **Performance Management System:** Enforcing KRAs & KPIs, Gap Analysis, Identifying Training Needs through Performance Reviews. Conducting Reviews on quarterly basis.
* **Focused Employee Engagement/Fun Activity:** Employee Engagement Survey Through Towers Watson, “Be A Kid” program, Heritage Walks, “Fit into My Shoe” program, Various Festival Celebrations, “Swachh” Company Campaigns, Various Group Memberships, Corn Fest in monsoon, Camp Fire in Winter, “Employees Connect”, ”Samvad” Cricket Match, Corporate Induction, Picnic, Contractor Meet, Vendors meet, TT Competitions etc.
* **Employee Welfare Activities:** Employees Medical Checkups, Hazard Identification & Health Checkups, “Energizing Summer”, Sweet Distributions etc., Canteen Committees & Modernizations, Canteen Surveys, Birthday Parties, Employee Health Surveys and Conducting Health Programs, Annual Food Fest.
* **Rewards & Recognition:** Designed & Implemented various rewards & recognition policies for employees like Best Attendance awards, Best Process Improvement awards, Suggestion Scheme, Best Employee Safety trophy, Employee of the Month/Year, Long Service Awards, Innovation award, Reference Recruitment Scheme.
* **HRIS:** Department-wise Cost Analysis& Growth Charts, Attrition Analysis, Joining & Separation Scenario, Head Count Analysis, Comparison Analysis, Updating of Organogram, Mediclaim Data, Grading Analysis.
* **Administration Analysis**: Manage and monitor overall communication Cost, Courier Cost, Xerox Machines, Misc. & Overall IT Expenses.
* **CSR:** Gathering necessary information about the workmen for compilation & actions, Designing Various Welfare Accounts in a way which helps the productivity of workmen, various types of Health Analysis, Imparting Health Programs for Workmen, their Children and Parent Requirements, Tied Up with Anganwadis and mother homes.
* **Stepping with HSE Needs:** Helping in Creating HIRAs / CAPAs, Conducting Shop Floor Visits every day, HSE Enforcements through role-plays and various presentations, conducted pep talks.
* Working knowledge of various Legal Compliances.
* Coordination and execution role (helping hand) in Plant House Keeping Activities.

**Key Accomplishments:**

* Established the entire HR Operations/System at Makkwana Industries.
* Successfully established the “Be A Kid” program at The Anup Engineering Limited (Arvind Group).
* Biometric for workers and their attendance.
* Implementing of new HRMS in the company.
* Rewarded with ‘pace maker award’ – highest in SHEC
* Saving of 18 lakhs under **PMRPY** scheme
* Became employee of the month, and star employee award
* Created friendly work culture and rapport building platform for Highly Technicians.
* Hands on experience on time & attendance software and payroll software, such as Matrix, Orange, Arvind’s HRMS, Saral Paypack for payroll



**ACADEMIC & PROFESSIONAL CREDENTIALS**

* Post Graduate Diploma in Labour Laws & Practices (**PGDLP**) from The Maharaja Sayajirao University of Baroda in **2015**
* Masters in Human Resources Management (**MHRM**) from The Maharaja Sayajirao University of Baroda in **2014**
* **B.A.**(History Honors) from The Maharaja Sayajirao University of Baroda in **2012**
* **Computer Proficiency – Expert Level**



**PERSONAL DETAILS**

* **Hobbies:** Travelling, Cooking, Watching TV
* **Strengths:** Diligent, Pragmatic approach, Keen observer, Quick learner
* **Languages Known:** Gujarati (Mother Tongue), English, Hindi

|  |  |
| --- | --- |
| **Date of Birth:** | 06th July, 1991 |
| **Gender:** | Male |
| **Marital Status:** | Married |
| **Present Location:** | Chandkheda, **Ahmedabad** |
| **Permanent Address:** | E/18, Satyanarayan Township, T.P.13,  Chhani Jakat Naka, **Vadodara**. |

|  |  |
| --- | --- |
| **Current CTC: 70,000 (Take home: 60,000)** | **Expected**: As per Company Standards |