**NILESH A BHATT**

**Contact No.:** +91 98244 94201 / 91065 74454 **email:** [nileshbhatt1977@gmail.com](mailto:nileshbhatt1977@gmail.com)

**PROFILE SUMMARY**

**HR Professional** with over 23+ years of rich experience in HR:

**- Human Resource Management - Statutory Compliance - Recruitment and Selection**

**- Liaison and Coordination. - Manpower planning - Industrial relations**

**- MIS Reporting - Administration - Training and Development**

* Expertise in preparing Notices, Induction Formalities, Salary and Perks Administration / Retention planning.
* Supervised IR-Union Management-dealt with multiple unions and negotiations.

* Ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
* Ensured compliance under various Industrial Laws, statutory compliances etc.
* Maintaining harmonious industrial relations among management and workers through efficient administration and resolution of the employees’ grievances.
* Adept in planning, directing, coordinating compensation and benefits activities and staffing of the organization

* Proficiency in managing tasks involved in recruitment process including sourcing, screening, short-listing the candidates, scheduling/ conducting interviews and finalizing salaries.
* Skilled in handling large workforce, maintaining peaceful & amicable work environment in the organization and initiating measures for the benefit of people in the organization
* Possess sound communication and strong problem solving, planning and decision-making skills

**ORGANIZATIONAL EXPERIENCE**

**2019 to till date Macons Equipments Pvt. Ltd. (Ahmedabad) - Sr. Manager (HR)**

**2017 to 2019 Doshion -DWSPL / PCD (Ahmedabad) - Sr. Manager (HR)**

**2016 to 2017 Ford India Pvt. Ltd. [On payroll**

**of TVS Logistics Services Ltd.] (Ahmedabad) - Manager (HR)**

**2015 to 2016 Amar Autotech Pvt. Ltd. (Vadodara) - Dy. Manager (HR)**

**2012 to 2015 Indsur Global Ltd., Halol (Vadodara) - Manager (HR)**

**2009 to 2012 Modern Petrofils (POY) (Vadodara) - Sr. Officer (P&IR)**

**2008 to 2009 Philips Electronics (I) Ltd. (Vadodara) - Jr. Officer (HR)**

**1998 to 2008 Seaco Technologies (I) Pvt. Ltd., (Halol, Guj.) - Jr. Officer (P&A)**

**Key Result Areas across the Tenure**

* Personnel, IR, Administration, Housekeeping, Security, Safety, welfare, strategies for handling employee

unrest, as per policies and the vision, mission and company’s policy for management.

* Strategizing the long/ short term directions by forecasting the future manpower requirement and

designing plans for acquiring requisite skills and competencies

* Managing the complete recruitment of Employees and life-cycle for sourcing the best talent from diverse

sources after identification of manpower requirement.

* Preparation of JD / KRA / KPI / Implementation of performance management / Increment sheet /

Salary structure/Mis/HR\_Tracker / Salary negotiation / Payroll / PF / ESIC / Prof. Tax challans, etc.

* Legal compliance– on line: PF, ESIC, Local Authorities, FI, GLO, GPCB, Emp\_Exchange, Apprentice,

Weight and Measurement, etc.

* Contract employee management, Attending court cases, Absent employees’ inquiry process, etc.

**Highlights:**

* Implementing 2S in Plant, Maintain attendance system and Payroll accurately.
* Distinction of formulating and implementing Attendance and Leave Policies.
* Holds the merit of developing manpower budget independently.
* Successfully completed all the Wage Settlement of workmen there by leading to harmonious Industrial

Relations, Security Management, Safety, Garden Management, Guest House, Canteen, Transport,

Ticketing etc.

* Overtime analysis in payroll system for monthly report to the management, Handling statutory

compliances, etc.

* HR Knowledge of ISO 9001: 2015 as per process.

**TRAINING**

* Underwent 5S -M-power Business Facilitators Limited, Mumbai in PHILIPS Electronics (I) ltd.
* First Aid Training from JK Occupational Health Centre, Vadodara in Spaco Technologies (I) Pvt. Ltd.

**Education**

**2014** MBA (HRM) - Pondicherry University.

**2009** IRPM - Bhartiya Vidya Bhavan school, Vadodara- Rajendra Prasad Institute of Communication &

Management, Established in 1961.

**2001** B.Com. - M&V Arts and Commerce College, Halol (Pms.) -Gujarat University

**1998** Higher Diploma in Software Engineer “Aptech” – Rajkot

**ACADEMIC PROJECTS**

Course **MBA (HRM)** GIHM institute- Vadodara- Pondicherry University.

Title : Awareness of HRD Sub System in Modern Petrofils (Poy Division) Vadodara

Organization : Modern Petrofils (Poy Division) Period: **2014**

Description : A Project Report on Human Resource Development

Course **IRPM** from Bhartiya Vidya Bhavan, Vadodara- Rajendra Prasad Institute of Communication &

Management, Established 1961.

Title : Training and Development of 5S in Philips Electronics (I) Ltd.

Organization : Philips Electronics (I) Ltd. Period: **2009**

Description : Implementation of 5S in Philips Electronics (I) Ltd.

Computer course : **Higher Diploma in Software Engineer** from Aptech Computer Education, Rajkot

Title : Project in Computer system Student Status Report- Through: FoxPro 2.6

Organization : Aptech Computer Education-Rajkot Period: **1995 to 1998**

Description : Attendance system for students in Aptech Computer Education

**PERSONAL DETAILS**

Date of Birth : 10th December, 1977

Present Address: C2/204, Vrindavan Appt., Bopal, Nr. Nandeshvar Mahadev Temple, Ahmedabad,380058.

Languages Known : Gujarati, Hindi and English