

Nilay Desai

Versatile professional with over 24 years of experience in Strategic/Plant HR, Industrial Relations, HR Recruitment, General Administration & Security in matrix structure with key focus talent retention, optimal utilization of resources, organization development and change management, targeting leadership assignments with a company of high repute

Location Preference: Ahmedabad/Gandhinagar/Vadodara



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Key Skills

Strategic HR Management / Operations

Industrial Relations/ Govt. Relations

Recruitment Lifecycle

Policy Formulation

Performance Management

Grievance & Disciplinary Management

Greenfield Plant Operations

Contract Labour Administration

Court Labour/ Industrial/ Civil

Compensation & Benefits

Talent Management & Development

Employee Engagement

Manpower Planning & Optimisation

Team Management & Leadership

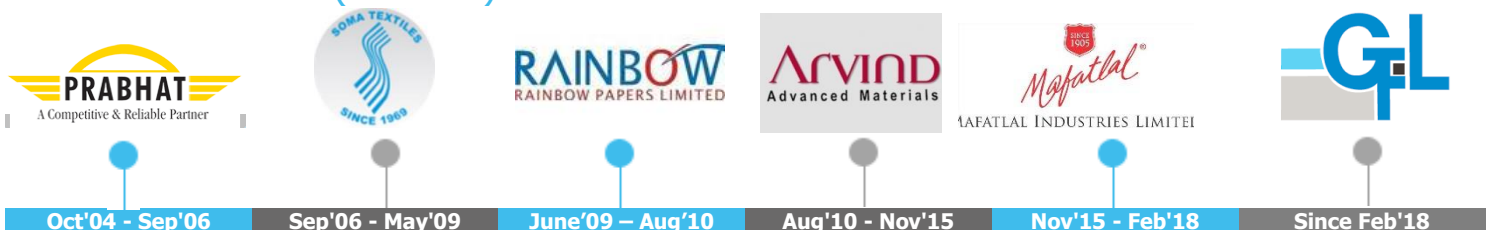


Profile Summary

- Coordinated with **Labour Department**, Govt. Authorities, Union Leaders & other autonomous bodies along with multiple external bodies - Labour, Factory, PF/ESIC, Employment, Apprentice, Court-Civil/Industrial/Labour, Prof.Tax, Weights & Measurement, Sarpanch, Village Panchayat, Pollution Board, Employment Exchange and GIDC; TDO, Collector Office, Police, City Survey, Municipal Corporation & Land Dept. and skilled to deal with MLAs & MPs
- Skilled in **Facility Management, Staff & Labour Colony Management General Administration**, Guest House, Canteen, House Keeping, Security Welfare, Planning & Execution of CSR activity, **Monitoring of Industrial Safety & Training**
- Proficient in **maintaining effective industrial relations** with employees across all hierarchical levels through role enrichments, negotiations, agreements & disciplinary proceedings
- Track record of **managing the union**, single union & no union set-up, breaking the deadlock during several prolonged conciliation with unions and developing consensus with unions on Long Term Settlements
- Skilled in **leading Manpower Planning**, Talent Acquisition functions with a track record of closing positions at all levels
- Represented organization amongst **Enforcement Authorities**, Local Administrative Authorities and Political Establishment on matters of labour laws, permissions & renewals
- Excellence in **driving the talent management, leadership development**, career planning & succession planning for improving competence of workforce
- Track record of establishing **Learning & Development**, Appraisal Process, Job Descriptions, Competency Assessment System & Welfare Schemes
- Successfully designed & applied performance management, compensation and competency framework to **support business** & achieve ambitious growth plans
- Experience in conducting employee engagement activities and maintaining effective employee relations by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies and so on
- Enterprising **leader with excellent communication** & people management skills for leading personnel towards accomplishment of goals
- Managing the **staff and workers canteen, health, safety and accident prevention** activities, organizing sports activities and cultural program
- Supervising **Company's Land** & Colony issue along with Plant House Keeping & Gardening activities
- Signed **long-term wages agreements** with union, disposal of legal liability, conciliation process, wages restructuring & grade rationalization, industrial/workers **unrest, contract labour**, unrest, union management & addressed Grievances and Settlement of Worker's Disputes



Career Timeline (recent 6)



Soft Skills



Communicator



Thinker



Innovator



Collaborator



Intuitive



Work Experience

Production Capacity: 3.26 Lakhs metric tons P.A. of Polymer, Refrigerant and Specialty Chemicals, This unit turnover is INR 4170 Crores GFL is a part of USD 2 billion of Inox group, Fortune 500 Company, India's largest producer of Poly Tetra Fluoro Ethylene (PTFE), accounting 11% of the world's total PTFE capacity;

Highlights:

Acquired affidavits from employee not part of Union act to assist Conciliation Process

Participated in Sustainability Audit, IATF Audit, ISO & EMS Audit, SA8000

Initiated the surprise feedback for Welfare Services like Canteen & Transport

Finished Employee Satisfaction Survey & implemented corrective action

Appeared for the conciliation process of COD & Complaint about Unfair Labour Practices

Started Employee Involvement Program - PHRRO, HR Connect, Prayas & Spontaneous Reorganization



Education

- 1998: LL.B. Special from Veer Narmad S. G. University, Surat (Part-time)
- 1995: Master of Labour Welfare (MLW) from Veer Narmad S. G. University, Surat
- 1993: B.Sc. (Chemistry) from Veer Narmad S. G. University, Surat



IT Skills

- MS Office: Word & Excel
- Internet Applications
- Software: SAP, Orange based Pay-roll Package

Jan-22 onwards I have joined AMNEAL PHARMACEUTICALS PRIVATE LIMITED, Ahmedabad as AGM-HR

I AM LOOKING AFTER TWO PLANT [ie at Rajoda, Near Bavla and at Pipan, Near Sanand]

My main responsibility is Talent Management and HR Operation for their Both Plant

Feb'18-Jan'22

Gujarat Flourochemicals Limited, GIDC, Dahej, District Bharuch as DGM - Employee Relations (Unit IR/ER Head)
Employee Strength: 2850 (725 Supervisor, 875 Workmen & 1250 Contract Worker)

Directly reporting to VP HR & Administration

Key Result Areas:

- Spearheading the **Human Resource Management and General Administration** function for direct & indirect staff & labour with a team of 11 Employees
- Formulating, implementing and articulating the **HR Framework and Initiatives** aligned with long-term business goals after conducting Salary/Wage/Facility Survey in surrounding industries
- Conceptualizing **HR Policies, SOPs, Budgets** as per changing business environment
- Collaborating with HoDs for **manpower planning, resourcing, deploying expansion, retention** and risk mitigation
- Guiding recruitment** as per planned **manpower budget** and conducting talent acquisition for senior professionals
- Conducting the **induction sessions on ethics, compliance policy, team building & statutory compliance, culture** for the smooth absorption of resource
- Defining the **Goal Sheets, KRAs** and fostering the performance driven culture through measurable KRAs; facilitating **confirmations, appraisals, promotions & transfers**
- Analyzing **compensation policies and prevailing market practices**, leading compensation benchmarking for developing competitive compensation plans and maintaining equitable compensation system
- Managing annual **salary revision, variable pay calculation**, salary structure, incentive scheme, communication & internal parity
- Supervising **time-office operations & compliance function** and ensuring nil gaps across audits
- Organizing employee engagements, **R&R, CSR, OD programs**, ensuring prompt resolution of employee grievances and maintaining cordial employee relations
- Facilitating **cordial industrial relations** in the organization by acting as a mediator in initiating settlement proceedings, disciplinary action for misconduct as per standing order managing enquiries and aligning the pay scales
- Represented unit for **conciliation process in ACL Office** for dispute of Union formation, protected workman, COD matter, unfair labour Practice demand and managed the cases of accidental death and attempt of suicide
- Representing organization amongst **Enforcement Authorities, Local Administrative Authorities & Political Establishment** on matters of labour laws, permissions & renewals
- Generating & scrutinizing **MIS reports & HR dashboards** for workforce planning, attrition management, scenario analysis, performance reviews, compensation delivery and so on
- Working on the **PMS Process for Plant Employee** under the guidelines from Corporate HR & Unit Operations Head
- Driving the open discussion with individual in presence of **HOD, Redress Employee Queries & Grievances** within the agreed turnaround time; implemented the "**Fun at Workplace**" and other employee engagement activities



Previous Experience

Signed:

Friendly agreement with union for strength fixation & executes workmen rationalization & production norms

Long-term Settlement (LTS) with Union for 4 Year 2P settlement reg. COD of Wages Revision from Union

Highlights:

- Acted as Key member of Compliance & Internal Audit Committee of IATF, I.S.O, SA-8000, 5S Activity, Ecovadis Sustainability rating; SA-8000, EMS, Coordinate & attended customers/buyers Audit
- Piloted the HR Connect Activity in Plant for Employee Connection at their workplace and Talent Hunter Program which help to reduce the Recruitment Expense
- Formulated various employee engagement activities in the company for workmen & their children such as Sports Activities - Volley Ball Tournaments, Best of Luck and Facilitation Program for workmen children
- Participated in Contractor Field Safety Audit (CSFA), inspected the Plant stop round through Du - Pont Safety Program
- Supervised the Welfare & IR Scenario Survey for nearby industries & recommended the best practice for Plant HR Policy
- Drafted & implemented Grievance Handling Procedure, Counseling to Workmen, Disciplinary Actions through Domestic Enquiry as per the Principal of Natural Justice and related punishment if required
- Organized the Annual Excursion Event for employees & their families including the Cricket Match, Medical Check-up for Employee & their family, English Speaking Class and Career Counselling for Workmen's Children, Sports Activities for female employee

Nov'15 - Feb'18: Mafatlal Industries Limited, Nadiad, Gujarat as DGM – Human Resources (Unit HR Head)

Highlights:

- Reporting to the Unit Head at Plant & Sr. VP-HR at Corporate Office** with a team of 15 Employees for all HR Admin function of Plant like Time Keeping; Compliance, HR, IR, Welfare and Recruitment and Colony, Guest House; Housekeeping activities
- Supported the change in the representative union leadership & promoted the new leader,**
- Drove the various committee** Elections like JMC, Canteen, Safety in presence of Govt. official as per act
- Piloted multiple **employee engagement activities** for workmen & their children like Cricket, Best of Luck & Facilitation Program, English Speaking Class & Drawing Competition and visiting at Employees House.
- Led the **settlement of chronic 16 years old layoff issue** post long negotiations with Union Body & signed an out-of-court agreement and award from Industrial court resulting in **saving INR 453 Lakhs and reducing long-term liability**
- Directed the **transformation of 250 existing contract workers in Team Lease Scheme** and thus reducing the statutory liability cost of INR 67 Lakhs PA
- Decreased Contractor commission** & generated saving worth INR 12.60 Lakhs PA
- Successfully **settled 24 court** cases in favour of company, managed PF/ESIC inspections of Company/ Contractors & decreased the omitted wages liability
- Vacating unauthorized occupied company's property with help of **Court and other source**
- Achieved **best increment** across the Plant in FY 2016-17 with a rating of Exceed Performer of Nadiad Plant

Aug'10 - Nov'15: Arvind Limited, Village Khatraj, Gandhinagar, Gujarat as Sr. Manager-ER /Factory Manager

Highlights:

- Reported directly to the **Head - IR** with a **team size of 32**
- Signed the LTS with **Textile Labour Union, Kalol:** for workmen more take home & company less liability
- Managed **2 strikes & 1 lockout** and faced **Gheraos** during the unit closing activity
- Attained **Multiple approvals** under the act such as BOC, Factory, Labour, Contract Labour, Professional Tax for new setup /Greenfield Projects Total (9 Units)
- Accomplished approval for **Female Operated Spinning Unit** for 24 hrs. working from state & established dormitory facility
- Represented the unit at **ALC Office** for conciliation process for industrial dispute
- Resolved **39 legal cases** in favor of the company
- Played a pivotal role in **closing the Garment Manufacturing Unit** of 1700 workmen without any legal liability
- Successfully **formulated multiple committees** like as JMC, Canteen, POSH with equal representative for achieving company goal
- Coordinated for customers **Social Compliance Audit** such as SA-8000 & ISO 9000

June'09 – Aug'10

**Rainbow Papers Limited, Vill. Rajpur, Dist. Mehsana
as DGM-HR**

Highlight:

- Reported to VP-Operation and Managing Director
- Introduced Induction Process for new Joinee
- Set-up HR Department instead of Time office by introducing various HR practice like Training, HR Policy formation & implementation, Welfare, Grievance Handling, Reward and incentive system

Sep'06 - May'09:

**Soma Textiles & Industries Ltd., Rakhiyal, Ahmedabad
as Sr. Manager (HR)**

Highlight:

- Reported to Executive Director/Operation Head
- Drove 580 employees HR work for a Composite Textile Mill
- Signed an agreement with union for strength reduction and increase of machine productivity

Oct'04 - Sep'06:

**Prabhat Elastomers Pvt. Ltd., GIDC, Sarigam, Bhilad,
Valsad as Manager (P&A)**

Highlight:

- Reported to Operation Head
- Supervised P&A operations for 1070 Employees at Rubber Gasket Manufacturing Unit

Sep'03 - Oct'04:

Specialty Papers Ltd., Vapi, Dist. Valsad as Manager (P&A)

Highlight:

- Reported to GM-Works and Managing Director
- Managed over 160 Employees at News Prints, Carbon Base & Writing Paper Unit

Jul'95 - Sep'03:

**HR Department of 4 Manufacturing Organizations
at Junior Level as Trainee, Officer & Executive**



Personal Details

Date of Birth:

28th March 1970

Languages Known:

English, Hindi & Gujarati

Address:

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