Jyoti Abichandani (Komal Butani) #91-9773126300 Email jyotiabichandani1978@gmail.com

#### **PROFESSIONAL SYNOPSIS**

HR Leader with Excellent communication, interpersonal, Analytical, Liasoning and Problem solving skills with more than 14 years of experience in HR Operations & IR.

Competent professional with rich expertise in Strategic HR Operations & HR Shared Services including HR transformation, MIS Management, Payroll processing, Statutory Complainces & Talent Recruitment and Acquisition Process with key focus on profitability & optimal utilization of resources

Strategist credited with implementation of innovative path-breaking HR initiatives to streamline processes and capitalize on organizational growth opportunities

Resourceful in leading process operations, working in multi-cultural environment and delivering sustained growth in dynamic conditions

Resourceful in managing the stakeholders associated with the process, working on escalations and ensuring solutions within the agreed SLAs/TAT

A consistent performer with a continuous focus towards increasing team's effectiveness, streamlining workflows with proven track record of utilizing a process-oriented approach towards the organizational goals

Currently working with Oswal infrastructure (EPC Oil & Gas Projects Division) as HR Manager-Talent Acquisition and IR (compliance & Liasioning since Jan 2022

## CAREER ABSTRACT

GTC Oilfield Services Pvt. Ltd`	Nov 19 to Jan 2022
Deputy HR Manager	
Reporting to –G.MProjects	
Meena Cast Pvt.ltd	Jun 17 to Oct.!9
Plant HR & IR Manger	
Reporting to- Director	
Sterling Hospitals Pvt. Ltd, Gandhidham	Apr'14 – 'Jun '17
Manager – Corporate Human Resources	
Reporting to – General Manager – HR	
Pacific Pipe Systems pvt . ltd	May'09- Apr'14
Plant HR Manager – HR & IR	
Reporting to – V.P-Operations	
Ma foi Managment Consultants	Mar'06 – Dec'08
Manager-Talent Acquistion & Human Resources	
Reporting to – Centre Head	
Nova Petrochemicals pvt . ltd	Feb'03 – Feb '06
Senior Executive – Human Resources	
Reporting to – Senior Manager HR	
Nalanda Hotels Pvt Ltd	Sept'98 – Feb'03
Front office Executive/Reservations Executive	
Reporting to General Manager	

# Key deliverables

#### **Manpower Planning & Annual Budgeting**

Drive Annual HR Planning & budgeting process. Forecasting the future Manpower requirements based on

Annual Business Plan. Work closely with the Business Leaders / Functional Heads for Annual Manpower Budgeting & Assessment of Current Manpower.	:r

Prepare and implement the annual HR Plan to support the overall strategic goals and objectives of the organisation

## **Performance Management System**

Facilitate & manage the complete end to end cycle of PMS – Driving Annual Goal Setting exercise & defining KRAs

Work along with appraisal committee for reviewing and finalisation of appraisal

Create the bell-curve sheets for all circles and functions

Individual appraisal sheets for corporate functions & circles/Units after taking the final rating & comments approved by appraisal committee.

Create the final increment & bonus (Annual PLI) sheet

Support in timely release the Increment, Promotion & bonus (Annual PLI) letters to employees

Share the increment, promotion and PLI pay-out details with payroll vendor for opening new compensation structure and annual PLI pay-out

Implementation of Appraisal System, smooth migration from annual to biannual appraisal system across the unit contemporary to the requirement of the industry

# Performance Linked Incentive/Target Variable Payout Governance

Timely and accurate disbursement of quarterly and annually PLI Pay-out by collating input from various stakeholders

Collate the input (performance data) of all roles which are under quarterly PLI pay-out from various stake holders

Validate the data from HR records and create the PLI pay-out sheet

Share the Quarterly PLI pay-out to payroll vendor after get it approved from respective functional spocs.

Audit to PLI pay-out sheet received from payroll vendor and give them confirmation for final pay-out sheet & bank transfer

Fund transfer advice (Advice to treasury for funding in company bank accounts)

Collate the performance rating of all individual employees which are falls under annual PLI pay-out from respective circles performance bell-curves sheets

Create the annual PLI pay-out sheet as per the annual PLI policy guidelines and share with the payroll vendor for pay-out

Monitor and review the system of performance appraisal and continually develop as necessary, ensuring that bi-

annual appraisals are carried out in a timely manner and followed up

Audit to annual PLI pay-out sheet received from payroll vendor and give them confirmation for final payout sheet & bank transfer

#### **Payroll Administration & Vendor Management**

Smooth functioning of payroll system & control of manpower cost vis-a-vis Budget

Handle end to end of payroll process by timely input collections from various sources & audit the output sheet received from payroll vendor and disburse the payment

Monthly salary input by 5<sup>th</sup> of every month

Compensation plan closer/ Tax Declaration/Car hire approvals

Audit to draft pay-sheet received from payroll vendor and give them the confirmation for final pay-sheet, summary sheet & bank transfer

Fund transfer advice (to advice Treasury for funding in banks)

All salary reports (IT, P-tax, PF, ESI, LWF, Salary advance, Canteen deduction,

Medi-claim, IT assets recovery report)

Finalisation of vendor payment report

Resolve day to day employee Queries related Salary & reimbursement pay-outs (Pay-slips, Ex-gratia, Compensation plan, Tax, Loans, Tax computation).

Quarterly statutory audit - Payroll process, Salary reports, Salary disbursement, PF etc. (First week of next quarter).

Audit to draft reimbursement sheet received from payroll vendor and confirmation for final

Reimbursement sheet, Summary sheet, Accrual reimbursement sheet & Bank transfer

Query resolution of employees for Salary & reimbursement pay-outs (Car policy, Payslips - PLI, Ex gratia, Compensation plan, Tax, Loans, Tax computation)

Quarterly statutory audit - Payroll process, Salary reports, Salary disbursement, PF etc. (First week of next quarter)

#### **INDUSTRIAL RELATIONS**

Educate upper management and line management around effective labor relations practices and administrations of the Agreement

Determining management strategies and options during conciliation and mediation proceedings, in consultation with the Senior Management

Work with line managers and union leaders to handle employee complaints, settle disputes and resolve grievances

Providing into the formulation of relevant and proactive communications to management and employees, before, during and after industrial action

Assisting or representing management in statutory conciliation/non statutory mediation/advisory arbitration proceedings

Advising management on the implementation and monitoring of picketing rules and picketing agreements Establish & Execute location level IR/ER priorities in consultation with Site Leader & Labour Relations Technology. Ensuring effective implementation of attendance, leave management & payroll process Manage Contract Labour Strategy: Identification of Correct Contractors, Compliance of the provisions of the law. Ensure processing of Contract bill processing in a timely manner

Handling Disciplinary action process in the matters like unauthorized absenteeism, negligence, insubordination, idling & wasting the time, stoppage of work, by way of verbal counselling, written counselling, cautioning, warning, suspension & termination. Handle Domestic Enquiry process

Develop & Implement Grievance Redressal mechanism by proactively implementing Grievance Redressal forums for employees as well as labours. Resolve issues in a timely manner. Prepare & track the progress by way of implementation of dashboard

## HRMS updation, management reporting, Exit & Separation

Conceptualizing & implementation of Orange HR (Core HR, Exit, PMS & Analytics)

Automation of various HR process by implementation of HR ERP

Work on HR Process automation and digitalization managing various stakeholder, building business case,

Presentation to senior HR members & develop appropriate solutions

On-boarding app for new joiners & developing mobile app for employees.

Review exit interviews and related tasks. Ensuring Relieving documentation & deactivation of employee in HRIS, access to corporate network, e-mails, premises and completion of exit formalities and recording of documentation.

Analysis of in-depth exit interviews, drilling down reasons for attrition & focus on re-engagement. Monitoring attrition by rolling out target oriented retention strategies

Ensure F & F settlements for Ex-employees are processed within prescribed timelines.

## **HRMIS Analytics & HR Audits**

Provide the management information as per the agreed timelines (Month end & attrition headcount)

Collation & presentation of a number of HR Dashboards for Senior Management. Analysis of various HR reports to monitor the direction & deviation in work flow against planned departmental objectives.

Monthly HR Reports – Exit Analysis, New Joiners Report, Manpower compensation report & attrition report Quarterly HR audits to ensure 100% compliance towards - HR processes and other HR Statutory & Legal Compliances

#### **Business & Strategic Partnering**

Creating and publishing the monthly dashboards to different Regional stake holders
Work closely with various HR stakeholders and partnering with them for implementing new initiatives,
improvements, transformation etc. to ensure seamless HR operations across functions

Providing support to all Businesses and Regional HRs in the all employee life cycle processes. Work closely with all business managers and stakeholders to provide expert guidance, coaching and support on the full spectrum of HR activities (including policies and procedures, terms and conditions of employment, absence management, performance management, employee grievances, disciplinary action etc.), in order to ensure a consistent and fair approach to people management

#### Talent Recruitment and Acquistion Process

Recruiting and selection techniques

**Posting positions** 

**Scheduling interviews** 

On-boarding, off boarding

Manage temporary employee process

Own all aspects of the on boarding process including: new hire sign-ups for payroll processing; distribution of new hire information; and preparation and assembling of communication materials for new hires Partner with Recruiters and all areas of HR to support the recruitment process, including posting positions on various job boards and helping to maintain and publish all recruiting reports

Overall aspects of the on boarding process including: new hire sign-ups for payroll processing; distribution of new hire information; and preparation and assembling of communication materials for new hires

### **Education**

Masters of business Administration in Human Resources from ISBM Hyderabad in 2015
Post Graduate Diploma in Industrial Relations and Personnel Management from Bhavans College Gujarat
University in 2012

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