Jaydeep Baraiya
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Profile Summary

A distinguished career of 9.8 Yrs of HR experience. Accountable for Recruitment, Selection, Negotiation, On boarding, Training & Development, Performance Management system, HR Operations, Salary and reimbursement, ELCM, Policy and procedure implementation.

Academic Credentials

Course	Specialization	Percentage/S.P.I.	Board/University	Year
M.B.A.	H.R.	70.30%	Gujarat Technological University	2012
B.Com	Commerce	58%	Gujarat University	2009
H.S.C.	Commerce	70.93%	G.S.H.S.E.B.	2006
S.S.C.	General	71.29%	G.S.E.B.	2004

| Work Experience		
Organization	**Tenure**	**Key Achievements**
Reliance Jio Infocomm Ltd. Area HR Head/HR Business Partner- Bhavnagar Zone- Gujarat	Dec.,2017 to Till Date	1. Stakeholder Management and Business Partnering
		2. End to end ownership from Hiring to exit
		3. Career Development and PIP Management
		4. End to end HR operations
Reliance SMSL Limited, Area HR Lead- Executive BKC, Bandra- Mumbai	Nov.,2014 to Dec.,2017	1. End to end hiring of ISP on roll + Off roll
		2. On roll + Off roll policy Implementation
		3. Salary and reimbursement of Off roll
		4. Query Management and End to end complete ELCM
Reliance Industries Limited. HR Assistant (Aarvi Encon Pvt. Ltd.)- RCP, Navi Mumbai	July,2012 to Nov.,2014	1. MIS Database
		2. Profile Sourcing and End to end Interview Coordination for all function
		3. Candidate Onboarding and File Documentation

Dec., 2017 – till date: Area HR Lead, Reliance Jio Infocomm Ltd.

I lead a team of 2 HR Professionals to create strategy around Talent Acquisition, Employer Branding, Talent Management, Succession Planning and Internal Communication Processes. I am also the HR Business Partner for 12 Jio Offices, 48 Jio Stores and 2 Maintenance Points. In my last 28 Months at Reliance Jio, I have endeavored to align the HR processes to the long term strategy to ensure that we have the right people and capability in place to drive Business Performance.
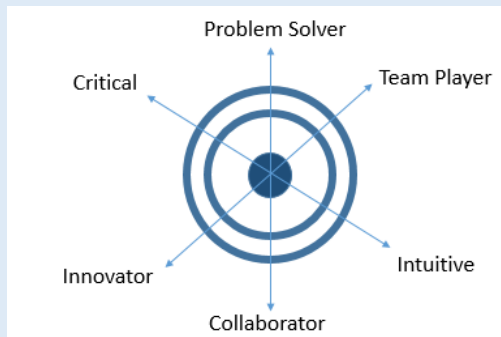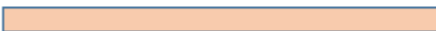

Core Competencies

Talent Acquisition & retention
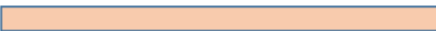
HR Operations

Competency Mapping Capability Building

Career & Succession Planning

Diversity & Culture Building

Team Building & Leadership

Employee Life Cycle Management

1. Recruitment, selection, Salary Negotiation, Campus Hiring, Bulk hiring, Lateral hiring.
2. Pre boarding, on boarding, Facilities.
3. Conduct engagement sessions for the new Joiners for highlighting & acclimatizing them with the policies and practices
4. Acting as a Single Point of Contact for all Business Stakeholders
5. Training & development
6. HR Operations (SAP)
7. Employee Life Cycle Management
8. Attendance, Salary and reimbursement
9. Business Stakeholder management
10. Single point of contact for 600 Manpower
11. Monthly, quarterly, Half yearly and Yearly Rewards & Recognition programme
12. Received 2 times award for highest Employee Engagement Activities done across the country
13. Acting as a channel for implementation of Organizations strategy and policies, analyzing the impact of the same and reporting to the leadership team in HR about the ground level realities.
14. Performance appraisal
15. HR MIS
16. PIP Management
17. Career development and enhancement
18. Employee Grievance
19. Exit formalities

Reliance SMSL Limited- Area HR Lead, Mumbai Circle - Nov.2014 – Dec., 2017

1. Accountable for total ISP-OSP hiring, I&C Engineers, Backhaul engineers, NLD Engineers
2. Walk in drives
3. Total Off roll Employee management
4. End to end off roll positions hiring
5. Query Management
6. Employee Engagement activities
7. Making MIS reports of recruitment and HR Operations
8. Making Hiring approval summary and get it approved from HR Head
9. Involved in COE and process adherence for geography
10. SPOC for all 28 states and 4 Regions
11. Streamline the process of Employee medical reimbursement process
12. Making M.O.M. and publish to all Internal stakeholders (Weekly Geography meeting)
13. Issuance of Important HR Circulars and announcements
14. Managing Settling allowance, Joining Bonus, Retention pay and Notice Period buyout
15. Exit Interviews

Reliance Industries Limited. RCP, Navi Mumbai (Aarvi Encon Pvt. Ltd.) – HR Assistant
(July, 2012 – Nov.2014)

1. Data entry of CVs in HRMIS
2. Discussion with functional Heads to create the JDs
3. Sourcing profiles from Job Portals, Employee referrals.
4. Scheduling Domestic & International interviews (Tele. V.C. and F2F) with respective panel Members.
5. Inserting Interview feedback in the database
6. Facilitating for PEM, Ground transportation.
7. Onboarding, Joining formalities, Induction arrangement
8. Arrangement of initial 15 days for New joiners
9. Walk in Drives at Baroda
10. Sitting Arrangement and IT assets for new Joiners

Achievements

1. Closed all requirements of Core Planning team such as Cost Control, Cost Estimation & Project Control Planning, Marine engineering, Project Automation team, Geo technical engineering, Core Civil Engineering, HVAC, CPP (HMD/DMD), LLDPE,LLDP & HPIB (Coke Gasification Project)
2. Large experience to close following positions such as GETs, MTs, Executives to Sr. VP
3. Involved in **Dahej-Nagothane Ethane Pipeline Project**
4. Construction Projects such as Beverley Park, L. D. C.

Ability:

1. 50+ managerial interviews in a one day with different panel members.
2. Filling target positions on time.

Co-curricular Activities:

1. **Having Linkedin Certificate of "To become HR Business Partner" and " Find and retaining Talent"**
2. **Interested in listening motivational, inspirational & leadership speech. I had also attended the lectures at A.M.A.**
3. **Highly interested in innovative ideas and latest trends in Human Resource Management.**

Date of Birth: 05/03/1989

Nationality: Indian

Hobbies: Reading, Playing Cricket

References will be provided on request.