



R E S U M E

- 2023

Sunil Ambrose

9724860862

sunilambrose1972@gmail.com

kriss3sunil@gmail.com

Professional Summary:

- # An astute and result oriented professional with 30 years of experience in HR Function with the field of Talent Acquisition, Personnel & Administration, Legal & Statutory Compliance & Industrial Relation, Liaisoning Proficient in the HR Administration & Personnel Function of large size manufacturing units etc.
- # An effective communicator and team leader combined with flexible and detail oriented attitude with ability to interact effectively with people.
- # A smart negotiator with abilities in the finalizing cost effective contract.
- # Ensuring effective utilization of resources to optimize productivity at minimum cost.
- # A "Will Do" attitude / Work under extreme position.
- # Responsible to formulizing short term and long-term HR strategies at the business level.
- # Creating a fair and high-performance culture enabling employees to contribute their best across all the locations of the organization.
- # Focus is on culture and capabilities buildings initiatives to make organization, an excellent work place.

Core Competencies:

- @ Management of Recruitment to Retirement (R to R)
- @ All Level Talent Acquisitions Handling
- @ Management of HR Systems & Policies Framing & Implementation
- @ Management of Training & Development, Orientation & On Boarding
- @ Management of Resource Utilization, Employee Relationships
- @ Management of Welfare, Events, Cultural & Motivation
- @ Management of Performance Appraisal (PMS) & Review System
- @ Management of IR, Labour Union & Wage Settlement Activities
- @ Handling Liaisoning, Legal & Statutory compliances
- @ Management of Reward & Recognition, Labour Grievance & Issues Handling
- @ Management of EHS, Environment, Government Authority Handling
- @ Management of Payroll, Events, Facility & Hospitalities.
- @ Leadership Skills, Mutli-Tasker, Team Handling, Interpersonal Skills
- @ Management of MIS, Customer Audit Documentations
- @ Management of KRA, JD, SOP preparation & Implementation
- @ Handled Green Field Projects, Admin Vendor Developments
- @ Managed Branding & Communication & IT Department
- @ Handled all General Day to Day Administration Works
- @ Handled Arabian & Indian Labour Unions with wage settlement
- @ Handled Canteen, Staff Quarters, Transportation, Security, Housekeeping, Guest House, Gardening Development, Vehicle Management, Outdoor Branding, Public Holidays Event etc.

Roles and Responsibilities

- Responsible to analyze, forecast and plan workforce supply and demand; assess gaps and determine targeted talent management interventions to ensure that an organization has the best-fit employee within service level agreements.
- Define and standardize the Job descriptions periodically with an intent to develop the productivity norms for each role / job activities.
- To develop talent acquisition strategy while coordinating with functional heads comprising of versatile sourcing channels and within workforce budget. Revamp processes to run organization with optimal work force. Renew reskill and redeploy workforce as per organizational objectives affecting the quality and its process parameters.
- Design and implement Organizational Capability Model by identifying individual & departmental training needs, which responds to changes in business environment, and deliver value to its customers and stakeholders. Implement the annual training calendar and measure its post effectiveness.
- Understand and design interventions to deliver employee experience, to retain/motivate/develop employees by interpreting employee survey results that can help the organization to instill positive changes in employees' mindsets.
- Develop and implement employee engagement interventions, which generates psychological contract among employees where they feel they are emotionally connected or feel invested in their jobs.
- Design and implement performance management system in order to ensure employee performance monitored / rewarded in a consistent manner within the Company Performance management framework.
- Develop and design a formal mechanism/program/intervention to support and provide intensive training & development to entry level executives/technical trainees and prosper their opportunity to work in a more professional context
- Ensure smooth transition of salary administration while coordinating with compensation & benefits department.
- Implement the Standing order, Disciplinary policy, Code of Business Ethics.
- Implement the grievance policy under the company's framework.
- Ensure facilities management kept to up to the mark at various site/ project/workplace locations within the costs defined and develop its periodic monitoring system.
- Ensure all statutory/legal compliances as per business are adhere to.

Education Qualifications:

- @ M.B.A. in Human Resource – Year 2013 – Sikkim Manipal University
- @ Spoken English, Public Speaking & Personality Development – Year 1999 - Lions HRD Centre, Ahmedabad
- @ B.A. in Economics – Year 1996 – Gujarat University
- @ Typing & Shorthand course completed from Ahmedabad, Gujarat
- @ SSLC – Year 1989 & PDC – Year 1991 - Kerala Education Board

Computer Knowledge:

- @ Well versed with all computer operations and applications – Full MS Office.

Hobbies:

- @ Playing Foot Ball, Listening Music & Watching Movies

Strength:

@ Positive Attitude and resourceful, Good Grasping & Managerial Skills, Good Interpersonal and cross-cultural communications skills.

Employment History:

Working: From July 2021 to Continue -----

As a Group HR Head - M/s. Ideal & Insight Groups, Ahmedabad, Gujarat
(Manufacturing Textile plastic products) - Reporting to Management.

Worked: From June 2019 to July 2021

As a General Manager – HR & Administration - M/s. NKP Group, Ahmedabad, Gujarat.
(Manufacturing Pharma Machinery) - Reporting-Management. / Duration: 2 Years

Worked: From January, 2013 to June, 2019

As an Assistant General Manager – Human Capital Management
M/s. Texspin Bearings Limited, Ranpur, Ahmedabad, Gujarat
(Automotive/ Automobile components & Bearing Manufacturing)
Reporting to Management. (6.5 Years)

Worked: From January 2010 to December 2012

As a Head – Personnel & Administration
M/s. Indo-Jordan Chemicals Limited, Amman, Jordan - (Manufacturing Fertilizer Chemical)
Reporting to Plant Head & Corporate HR Head. (3 Years)

Worked: From October 2005 to December 2009

As a Senior Manager – Personnel & Administration
M/s. Womb Laboratories Pvt. Ltd, New Delhi - (Manufacturing Ethical Pharmaceutical)
Reporting to Vice President (Sales) & Management. (4.2 Years)

Worked: From January 2003 to September 2005

As a Senior Executive – Personnel & Administration
M/s. Palladio Glass Limited, Ahmedabad - (Manufacturing Glass Mosaics) –
Reporting to General Manager (Operations). (2.9 Years)

Worked: From December 1998 to December 2002

As an Executive – Administration
M/s. Unimark Remedies Limited, Ahmedabad
(Manufacturing Bulk Drug Chemicals) Reporting to Plant Head & HR Head. (4.1 Years)

Worked: From October 1991 to November 1998

As an Office Assistant
M/s. Kapadia Associates, Advocate, Ahmedabad
(Legal Lawyer Firm) Reporting to Owner (7.1 Years)

Working Knowledge & Handled:

- @ Handled HR systems and policy framing and implementation Activities.
- @ Handled all the level of Talent Acquisitions, Training and orientation & on Boarding.
- @ Handled all the types of MIS reports. Review systems.
- @ Handled PMS system, evaluations and Cost controlling systems.
- @ Handled Labour Union (IR) as well as Wage settlement Activities.
- @ Handled all grievance as well as disciplinary actions as per policy.
- @ Handled Induction programme & on job trainings plan.
- @ Handled motivational Trainings as well as personality Development.
- @ Handled Labour Union situation and Labour issues.
- @ Managed Government Authority like PF, ESIC, Labour Officer, Factory Inspector, Courts, Police Station, Electricity Board, GPCB, Local Bodies as well as Village authorities.
- @ Handled Recruitment from screening to finalization.
- @ Handled General Administration like Canteen, Security, Housekeeping, Staff Quarters, Guest House, Transportation, Vendors.
- @ Handled new payroll implementation as per the system and fully operated.
- @ Handled Labour provider third party contractor and Time Keeping Office Activities.
- @ Handled Statutory & Legal Compliances
- @ Handled Employee Welfare, Employee Engagement, Employee Relations programme, Festival celebrations, Cultural Programme, Get Together, Annual Meet Celebrations.
- @ Managed more than two Manufacturing units as well as corporate office and Branch Offices.
- @ Handled General Administration like Canteen, Security, Housekeeping, Staff Quarters, Guest House, Transportation, Vendors.
- @ Handled from five team members to up to eighteen team members in HR & Admin Department.
- @ Handled Labour Union Wage settlement activities. Finalization of Settlement.
- @ Managed preparation and implementation of KRA, JD, SOPs and General circulars and notices.
- @ Managed Branding & Communication Department and implemented the activities.
- @ Handled Information Technology (IT) department and managed the day-to-day issues and problems solving activates.
- @ Handled Environment, Health & Safety activities. Rewards & Recognition Activities.
- @ Handled Customer Audit Documentations, ISO Audit Documentation preparation, Safety equipment and related materials management.
- @ Handled Employee medical support and medical insurance, company assets records and maintenances.
- @ Managed Cost controlling system implementation and execution activities.
- @ Handled Green Field Projects and supported for all administration related activities.
- @ Handled Arabian employees with the Labour Union at Jordan. Handled different language and different states employees.
- @ Managed Indian & Arabic Employees together at Amman, Jordan.

Personal Details:

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| @ | Total Experience | : | More than 30 Years |
| @ | Date of Birth & Age | : | 20th March, 1973, 49 Years |
| @ | Place of Birth | : | Kollam, Kerala State. |
| @ | Father Name | : | Late Ambrose Marian. |
| @ | Mother Name | : | Josephine Ambrose |
| @ | Family Details | : | Mary Shobha (Wife) Kriss & Stefin (Sons) |
| @ | Settled in Ahmedabad, Gujarat | : | More than 30 Years Since 1991 Along with Family Since 2001 |
| @ | Passport Details | : | Passport No. T7815927 Validity up to 28.08.2029 |
| @ | Experience in Various Locations | : | Worked 3 Years at Amman, Jordan Worked 4 Years at New Delhi Worked 6.5 Years at Ranpur, Ahmedabad |
| @ | Team Size Handled | : | Total 18 Team members handled in HR Manager – 2 Members Deputy Manager/ Assistant Manager- 2 Senior Executive – 4 Members Executive – 10 Members |
| @ | Knowledge of Languages | : | English – Speak / Write / Read Hindi – Speak / Write / Read Gujarati – Speak / Read Malayalam – Speak / Write / Read Tamil – Speak / Read Understanding & Speaking Arabic |
| @ | Permanent Address | : | Flat No. 202, Aaryan Homes Behind Kaveri Sangam Opp: Padmavati Residency Shilaj Cross Road, Shilaj, Ahmedabad- 380059, Gujarat. |
| @ | Present CTC | : | Rs. 20.10 Lakhs PA Expected CTC: Negotiable Notice Period: 1 Month |

Sunil Ambrose

Mobile No. 9724860862