

VIVEK KUMAR

A focused professional equipped with both Entrepreneurial and Corporate Experience in driving strategic HR Initiatives to realize bottom-line results, streamlining operations and heightening employee productivity by mastering HR situations, targeting assignments in **HR Operations and Industrial Relations** with an organization of high repute.



Profile Summary

- **Goal-oriented professional with over 18+ years of experience** in HR Operations, Employment Contracts, Career & Succession Planning, Recruitment & Retention Strategies
- Orchestrated **General Administrative Operations, Personnel Management, and Corporate Policy Implementation**; gained expertise in **volume, lateral & CXO level hiring through various channels**
- Expertise in **HR Business Partnering, Employee Engagement, HR Analytics, Crisis Management, Performance Management Systems, Rewards & Recognition, Culture Building, Manager Enablement, Capability Development, Talent Management and Coaching**
- Rich knowledge encompassing **Human Resource Management, Budgeting & MIS Reporting, Administration Contract Management, Vendor & Facilities Management and Expat Management**
- Experience in using and understanding **talent acquisition metrics** and the capabilities to implement strategies to improve results; formulated **talent acquisition strategies** and collaborated with Business Leaders
- **Led a cultural transformation** that emphasized results that contributed to the company turnaround, including increasing productivity, quality, and employee engagement while decreasing turnover
- **Strategy architect credited with implementation of innovative path-breaking HR initiatives** to streamline processes & capitalize on organizational growth opportunities
- **Leveraged analytical skills across attrition management**, need-gap assessment, workforce planning, scenario analysis, performance reviews and benefits analysis

Notable Accomplishments Across The Career

- **Contributed to the Cost Saving and augmented the business growth:**
 - **Jan'10-Feb'22:** Johnson Control-Hitachi: Projects: 8: Cost Savings: INR 15.98 Crores
 - **Dec'06-Jan'10:** PI Industries Ltd. Projects: Projects: 7: Savings: INR 1.20 Crores
 - **Jan'04-Dec'06:** Ultimate Flexipack Ltd.: Projects: 3 Savings: INR 0.68 Crores

Work Experience

Manager HR & Administration at Parle Elizabeth Tools Private Limited, Sanand ,Gujarat Dec'22 – Cont.

RECRUITMENT AND SELECTIONS -

- Maintaining Requisitions for Manpower,
- Exploring the sources and Posting on the portal/placement etc within one week,
- Completion of joining formalities with HR kit in time including Induction,
- Inter-office communication to functional and cross functional employees about Introduction of new Joined and plan their Induction Process.

Training & Development

- Preparation of Competency Mapping Report
- Collection of data of training Identification needs through PMS (MBO) on or before 15th of May .

Core Competencies

HR Business Partnering

Organizational Development

Industrial Relations

Recruitment & Retention Strategies

Career & Succession Planning

Stakeholder Management

Statutory Compliance

HR Strategy Planning

Contract Labour Management

HR Generalist Operations

Workforce Management

- Discussion and data collection on Training Needs with Employees/ HOD on or before 31 May.
- Make arrangement of Training Programmes
- Prepare & circulate emails of training programme.
- Maintaining training records, modules
- Prepare evaluation and survey reports.

Performance Management System (MBO)

- Execution of PMS across Parle units in Ahmedabad
- Maintenance of Data of Eligible Employees
- To ensure Setting KRAs /MBO by individual HODs for their Subordinates
- To send PMS guidelines to all HODs, with Annexure A and B, asking them to submit appraisal.
- To complete Self-Appraisal by all eligible employees

Statutory Compliances & ISO Audit

- Monthly submission of Returns (PF/ESIC, GLWF)
- Filing of Annual/Half yearly returns under various labour laws (Factory Act/PF/ESIC/Contract labour, WC, P. Tax. etc)
- Handling of annual inspection under various labour laws
- GPCB Consent etc.
- Maintain data and records as per the ISO guideline.
- ISO Audit and points clearance
- Training to HR Team on ISO documentation"

Attrition Control & Retention

- Counselling to the Employees for their succession, career planning
- Understand their viewpoints and try to accommodate their carrier aspirations
- Visiting Employee's homes and hospitals when they are in need
- Loans and advances

MIS - HRMIS, Sales VS CTC, Parle Manpower, Attrition Rate & Analysis, CTC. Payroll Supervision & Full & Final Settlement.

Self-Development:-

- To Improve Employee Relations
- Work Planning and action accordingly
- Understanding of policies and policy awareness to All employees
- Attend Seminar, Management Development Programme etc.

Oversees & Manage General Administration activities.

Manager IR & HR at Johnson Controls Hitachi Air Conditioning India Ltd., Kadi, Mehsana	Jan'10 – Feb'22
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Key Result Areas:

- Assisted Plant IR Head in overall Plant HR Function; administered manpower planning at site and formulated the deployment plan in coordination with all functional heads
- Orchestrated talent acquisition of on-Roll and off-Roll workforce through multiple sources of recruitment & cost optimization through various innovative strategies
- Formulated & benchmarked functional best practices to focus on development of capabilities to meet present and future goals
- Maintained harmonious and conducive Industrial Relations and led the management in negotiations with various stakeholders and settlements
- Steered the process of manpower sourcing, selection of the best candidate, execution of interviews & screening tests, background verification, negotiated offer & salary, executing post-offer formalities, and engaging with candidate till joining
- Ascertained prompt resolution of employee grievances to maintain cordial management-employee relations; executed engagement strategies and R&R to improve employee morale & retain talent
- Benchmarked compensation as per Grade/Bands/Levels, analyzed compensation policies, government regulations & prevailing wage rates for developing competitive & equitable compensation plans, and drove benefit policies
- Provided HR leadership to the organization for implementation of HR strategies in-line with business requirements, managed HR services to support the overall business strategy of the organization

- Monitored resource allocation (project assignment/ timesheet allocation of all the employees); maintained an effective level of business literacy about the business unit's financial position, its plans, culture & competition
- Evolved HR strategies for the business, providing leadership, direction, and expertise in HR functions including Talent Acquisition, Performance Management, Employee Engagement, Organizational Designing, and Succession Planning
- Provided strategic advice, counsel & consultative solutions to Executives on people management aspects of their business to include driving organizational development, team effectiveness, executing change management strategy and employee engagement solutions
- Directed forecasting, budgeting, procurement, distribution and consumption of resources and ensured optimal utilization of resources; developed vendor base or meeting various facility requirements of the organization
- Empowering employees to voice their opinions/ grievances on a common platform as well as arriving at mutually beneficial productive agreements
- Maintaining effective relations with staff across all hierarchical levels through role enrichments, negotiations, agreements & disciplinary proceedings

Highlights:

- Administered closure of Jammu Unit by managing internal & external stakeholders
- Ensured 100% compliance related to Contract Labour/Subcontractor, Vendors & Misc. Job Work, AMCs
- Achieved Level 3 Certification in JCMS (Johnson Control Manufacturing Systems)
- Acquired experience of part of 03 LTS (Long Term Settlement)
- Attained 25% improvement in LCM Cost from 2019 to 2021 in 3 years



Previous Experience

Senior Executive Human Resources at PI Industries Ltd., Jammu

Dec'06 – Jan'10

Sr. Supervisor/Team Member at HR Ultimate at Flexipack Limited, Jammu

Jan'04 – Dec'06



Education

- **Executive Diploma, Human Resource Management** from XLRI Jamshedpur in **2022**
- **Master of Business Administration (Marketing & Finance)** from the University of Rajasthan in **2004**
- **Bachelor of Commerce** from CCS (Chaudhary Charan Singh) University in **2001**



Licenses & Certifications

- **AMA - World Class Housekeeping through 5S - Ahmedabad Management Association**
- **In-house MDP from Nirma University, Ahmedabad - Institute of Management, Nirma University**
- **HR Analytics from IIM, Rohtak - Indian Institute of Management Rohtak**



Awards

- **Evolve Champion Award**, Johnson Controls-Hitachi Air Conditioning India Limited, Oct'20 for exemplary demonstration of our health behaviors, your commitment and accountability have been a solid block in our foundation

Personal Details

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