



SANJIT PATEL

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Leverage my 8.5+ years of experience in HR to contribute to the success of a dynamic organization. Seeking a challenging role that utilizes my expertise in various HR verticals to support the growth and development of the company while fostering a positive and engaging work environment.

Profile Snapshot

Results-oriented HR professional with over 8.5 years of experience in managing various HR verticals like Employee Lifecycle, HR Operations, Talent Management, Recruitment, HR Analytics, Learning & Development and Employee Engagement. Currently working with AdaniConnex Pvt Ltd. with prior experience at Reliance Industries Ltd for 7 years. Experienced in SAP, Oracle and other HR tools along with proficiency in MS Office. Skilled in data analysis and creative problem-solving. Well-versed in labour law and holds a master's degree in HRD from VNSGU (2014). Also, an Excel blogger (GyaanOfExcel.Blogspot.com) with a passion for sharing insights on data analysis and management.

2012

Completed B. Com

June - 2014

Completed MHRD from VNSGU

Aug - 2014

Joined Reliance Industries Limited

June - 2021

Joined Adani Group

Work Experiences

Deputy Manager - Associate Lead HR –(ELCM, Comp & Ben, IR)

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Your Growth. Our Priority.

AdaniConnex Private Limited – Ahmedabad | June - 2021 - Present

(AdaniConneX, a 50:50 joint venture between Adani Enterprises and EdgeConneX (ECX))

Currently Handling the entire employee lifecycle starting from recruitment, onboarding, transfers, promotions, separations, pay revisions, training, and probation confirmations. I also provide inductions to new hires. Managing attendance, Employee master, monthly MIS and HR dashboard. Accuracy is key in ensuring that the performance management process is completed within the designated timeframe, from goal setting to annual reviews. I prepare the annual HR budget and manpower planning for the financial year, ensuring that legal compliance is adhered to by both principal employers and contractors at HO and all sites. Additionally, I maintain and track compliance for all contractors and create a dashboard to report progress to management. As the IMS SPOC for the department, I support other HR functions to complete targets in a timely manner.

In all current defined process, have done maximum value addition as HR Professional to make process more robust, fruitful, and efficient. For Example: 9 Box Model, Competency Mapping in Job Descriptions, Internal and Market Comp Ben parity matchup, plotted and tracking all direct or indirect reference for future openings.

- **Recruitment (End to End):** Identify, attract, and recruit qualified candidates through various channels, including job boards, social media, referrals, and networking.
- Create compelling job descriptions, post job openings on relevant platforms, and develop effective recruitment strategies to attract a diverse pool of candidates.
- Review resumes, conduct initial phone screens, and assess candidates' qualifications and suitability for the position. Coordinate and conduct interviews, both in-person and remotely, and administer relevant assessments or tests as needed.

- Collaborate with hiring managers to evaluate candidates, make recommendations, and facilitate the selection process. Prepare and present offers of employment, negotiate compensation packages, and coordinate onboarding activities for successful candidates.
- Track recruitment metrics, such as time-to-fill, cost-per-hire, and source of hire, Applicant tracking system and provide regular reports to management, identifying trends, challenges, and opportunities for improvement.
- Background verification of new joinee
- **Onboarding** of new joinee, process Transfer, Promotion, Separation, Pay revision, training & probation confirmation in system. (Oracle)
- New Joinee Orientation to policies & practices
- **Attendance** management
- Maintain employee's master data.
- Prepare Monthly MIS data and HR Dashboard
- Complete **PMS** process within timeframe
- Prepare and maintain annual **HR budget** vs Actual.
- Manpower planning for financial year
- Ensure timely **compliance** of Principle employer and contractors at HO and all sites across India.
- Track & Maintain compliance for all contractors and prepare **dashboard** to publish for management.
- Identify the **training** needs of the organization, departments, or individuals through assessments, surveys, and discussions with stakeholders.
- Plan, schedule, and coordinate training programs, workshops, and seminars, ensuring they align with organizational goals and meet the identified learning needs.
- Managing LMS (Learning Management system) including user management, generating reports on training activities and completion rates.
- Collaborate with subject matter experts to design, develop, and update training materials, including presentations, e-learning modules and videos
- Assess the effectiveness of training programs through pre & post evaluations.
- Supporting other HR functions to complete targets in time

Manager HR (HR Operations & HRBP)

Reliance Industries Limited – Dahej | Aug - 2014 to May - 2021



My Role include daily plant visit, conducting monthly Plant People Council meetings, interviews for technical position, onboarding new hires, providing monthly data to the plant, developing and communicating HR policies and practices, ensuring completion of annual performance reviews, advising management on HR metrics and reporting, initiating New HR initiatives, conducting employee engagement activities, handling manpower and succession planning, providing administration support, resolving employee grievances, conducting recruitment drives, handling HRIS and maintaining employee records in SAP, partnering with HR Centre of Excellence peers, handling promotion committee, payroll errors and background/reference checks, conducting daily plant field rounds to build rapport with employees, administering benefits programs and separation process compliance, preparing man power budget, ensuring Employment Exchange related compliance, bridging management and employee relations, promoting positive work culture, collecting training gap data and conducting training and also conducting disciplinary inquiries and presenting latest labour law amendments and judgments to team.

- **Conducting Recruitment** for technical position for plant

- **Joining formalities** / Hiring in SAP, Onboarding of candidate
- **Daily plant field round** to visit all plant to meet all employees on their workplace to build great repo by discussion and solving their issues.
- Conducting **Plant People Council meeting** every month for each plant
- Providing **monthly data** to plant regarding Leave, attendance, OT, etc.
- Developing & communicating **HR policies** and practices
- Ensuring that the **annual performance** and development reviews are completed **in-line with company standards** and performance.
- Advising the management on **critical issues** and employee management trends through HR metrics and reporting
- Initiate all **HR initiatives** in plant proactively, Conducting **employee engagement** activities.
- **Manpower / succession planning** for plant, Providing **administration support** to plant as and when required.
- **Resolving employees' various grievances** daily to bring employees satisfaction to a higher level.
- Writes and delivers presentations / **induction to new joinee** regarding HR & Company policies, practices, and facilities.
- **HRIS** includes **maintaining and monitoring employee's records in SAP** like nominations, personal files, and personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government compliance.
- Develops and maintains **HR MIS Reports** from SAP that meets top management information needs.
- Using **SAP Module** (PA20, 30, 40, 61, 51, PB40, PP01, 007, 2001, 2003, 2500 and other customized codes).
- **Partners with HR Centre of Excellence** peers to bring HR Centre expertise to business unit.
- Handling **Promotion Committee** for NS employees every quarter, Monthly Solving **Payroll** errors.
- Aided with **Background checks** & reference checks.
- Develop **Strong Relations** with shop floor employees, internal stake holders & clients, gain credibility, and be viewed as a trusted & helping colleague.
- Conducting **Domestic Enquiry** as enquiry officer or presenting officer.
- **Administers benefits programs** such as Medical Insurance, Personal Accident, saving Link Insurance.
- **Separation Process Compliance** (Resignation / Superannuation / Death) of PF Pension Transfer / Withdrawal, Gratuity, Superannuation Fund.
- **Prepares letters** of employee transfer, deputation, separation and related documentation, and conducts exit interviews to determine reasons behind separations.
- Preparing **Manpower Budget**.
- Prepares reports and recommends procedures to **reduce overtime** and turnover.
- **L&D** – Collecting training gap data from plant for TNI and training calendar. Conducting training for technical and behavior part for employees.
- **IR** – NS elevation plan, conduct disciplinary inquiries, preparing and presenting latest labour law amendments and judgments related PPT for detail discussion.

Achievements

- Conducted analysis of overtime data and provided recommendations for reducing overtime, resulting in significant cost savings for the organization.
- Identified and thoroughly investigated fraudulent bills, recovered the entire amount, and took necessary actions against the employees involved.
- Created an informative and comprehensive induction program and digital employee handbook for new hires as well as regular employee.
- In emergency situations, prepared and presented critical data for further effective planning.

Responsibilities

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|----------------------------------------------------------------------|--------------------------------------------------------|
| ✓ Annual Manpower Planning & HR budget | ✓ Conduct Exit Interview |
| ✓ Sourcing, Screening & Recruitment | ✓ BOCW, CLRA & ISMW RC for company |
| ✓ Marketing Benchmarking | ✓ PF, Pension related processes |
| ✓ Background Verification & Reference check | ✓ Legal Compliance of Contractor |
| ✓ Onboarding of new Joiners | ✓ Compliance tracker & Dashboard |
| ✓ Process Transfer, Promotion & Separation | ✓ Routine Plant visit & conduct people council meeting |
| ✓ Attendance management | ✓ Employee Engagement activities |
| ✓ Maintain Employee's Master data. | ✓ Submit data for Payroll. |
| ✓ Monthly MIS data and HR Dashboard, conduct end to end PMS process. | ✓ Conduct Domestic Enquiry |
| ✓ Training & Developments | ✓ Administer Benefit Programs |

Education

Master of Human Resource Development (MHRD) from Veer Narmad South Gujarat University in 2014
Bachelor of Commerce (Hons.) from Sir K.P. College of Commerce, Surat in 2012
H.S.C. in 2009 and S.S.C. in 2007 from Gujarat State Board

Personal Information

Full Name: - Sanjit Ashok Bhai Patel
Address: - D 704, Royal Heights, Opp: KD Hospital, Vaishnodevi Circle, Ahmedabad - 382421
Birthdate: - 10th January 1992
Gender: - Male
Status: - Married
Language: - Gujarati, Hindi, English

Thanking You,
Sanjit Patel