**Harsh Vaidya**

**Phone** 8238140700 (WhatsApp)

**Email**  [hrhvdy@gmail.com](mailto:hrhvdy@gmail.com)

**LinkedIn** [www.linkedin.com/in/harsh-vaidya-1a08a169](http://www.linkedin.com/in/harsh-vaidya-1a08a169)

**Location** Ahmedabad, Gujarat, India

**Career Objective**

To *create and implement* ***HR ecosystem, HR solutions*** that are focused towards ***improving productivity and employee wellbeing***.

**Skill-Set**

* Stakeholder partnering and management
* Subject Research, data mining, data collection & management skill
* Articulation, Conceptualization & development
* Project Management
* Interpersonal skill
* Data Analysis and insight
* Learning Agility

**Project Portfolio**

|  |  |
| --- | --- |
| SUBJECT | PROJECTS |
| Organization structure,  Job grades and levels | * 6 clients (MSME) |
| Job descriptions | * 6 clients (No. of JDs 300+ inclusive of MSME and large organizations) |
| Recruitment & on-boarding process | * Recruitment module development & execution (1 client) (Also trained 1 intern for the same who closed 3 positions/month) * Developed Onboarding SOP 1 IT client * Developed HR Induction Module and conducted HR Induction for recruitment firm |
| HR Policies | * 1 government project (**GEER Foundation**) * 3 private clients (MSME) |
| HR operations | * 15 months exp. (Joining, Database mgt., payroll, grievance mgt., exit process) |
| Compliance management (PF, ESIC, PT, LWF) | * 7 months experience (PF registration, transfer, withdrawal, ESIC registration, LWF payment, PT payment) |
| Designing KRA/KPIs for Goal Setting | * 7 clients (**Sintex Plastics, BVM, Sintex-Yarn, PDPU** and other MSMEs etc.) * No. of templates designed 600+ |
| Learning & Development | * Coordination and execution of learning & development interventions * Assisted corporate trainer for 4 years (Content research, PPT creation, search of training games, audio visuals, stories etc.) |
| Employee Engagement programs | * Execution and coordination of 3 Employee Engagement programs for 1 client (**Sintex Plastics**) |
| Salary Surveys | * 3 projects (1 big textile company-**Arvind Ltd.**, 2 IT MSMEs) |

Adani Group - Growth with Goodness**Professional Delineation**

**Associate HR @ Adani Natural Resources – Coal Mining Business**

**(On third party payroll of Innovsource since January, 2021)**

* **Role:** Supporting Learning & Development, Talent Management, HR Governance, HR Analytics, Employee Connect & Engagement Initiatives
* **Reporting to:** DGM – HR (Learninng & Development, Talent Management, Compensation & Benefits)
* **Responsibilities:**
* **Learning & Development:** Training coordination and execution, data and documentation, Oracle LMS updation, Report generation and Analysis
* Curate Training Needs from IDPs for Learning Calendar
* Design Learning Calendar, training communication material (flyers etc.), training feedback forms (MS Forms)
* Support in streamlining training database in excel and LMS. Prepare training evaluation (First level) based on training feedbacks collected and incorporate improvements in next sessions
* Process invoices of vendors for L & D and talent management services and ensure payment within TAT
* Maintain various data, prepare power point presentations and reports as required from time to time **(PPTs of HR Review, Group CHRO Reviews, Townhall Meeting**
* **Talent Management:** Monitor IDP creation status and submit the status for follow-ups
* **HR Induction:** Schedule and coordinate HR Induction ensuring 100% coverage of new hires. Collect feedbacks on HR Induction and submit analysis for further improvements
* **Employee Connect Initiatives:** Coordinate FGDs (Focused Group Discussion), HR Governance meeting, CEO Connect Initiative, GET/MT Connect Initiatives, draft minutes of meeting for further actions. Take status updates on the concerns collected and ensure closures. Prepare MIS for analysis and further communications.
* **HR Governance:** DraftedHR Governance scorecard based on SOPs. Prepare HR Governance scorecard based on data received and submit it.



**Assistant Manager – HR @ Arvind Rub-Web Controls Ltd. |** [***www.arvindrubber.com***](http://www.arvindrubber.com)

**(March, 2020 till January, 2021)**

* **Role:** Assist Head-HR in developing and executing of new HR initiatives of manpower budgeting, organization re-structuring, job grades & levels, job analysis and job description, HR policy framework, HR operations, performance management, training and development & employee engagement. (Turning the organization from “Traditionally managed company” to “Professionally managed corporate” by establishing formal HR practices and HR function.
* **Reporting to:** Head - HR
* **Roles & responsibilities:**
* **Payroll:** Maintain error-free attendance records and execute payroll processing to reduce grievances/queries
* **Grievances:** Resolve employee/worker grievances in a time-bound manner. Also work towards minimizing grievances & queries.
* **Employee Lifecycle:** Execute joining process, payroll process, exit process as per the policy
* **TA/DA Approvals:** Approve staff travelling expenses as per the policy

**Associate Consultant – HR @ Ethos HR Management & Projects Pvt. Ltd. |** <https://www.ethosindia.com/>

**(June, 2015 till November, 2019)**

* **Reporting to:** Principal Consultant
* **Roles & responsibilities:**
* **HR consulting projects:**
  + To design & execute various HR Projects at client site within stipulated time.
  + To assist Principal Consultant in other HR related projects assigned time to time.
* **Research & development:**
  + To search and accumulate information on various HR Functions/Learning and Development topics from various literature sources.
  + To curate and develop executable modules of HR Functions/L & D out of information gathered.
* **Recruitment:** 
  + To recruit for various positions for clients in various industries like Agrochemical, jewelry firm, electronics distribution, vehicle washing manufacturer
  + To develop and implement robust recruitment process to reduce the time to hire and cost by deploying multiple and non-conventional sources of hiring, employer branding
* **Induction Training:**
  + Designed and developed Induction training and manual for Ethos HR and various clients
  + Imparted Induction training to new joiners covering organization, work process and HR policies overview
* **Projects exposure:**

Worked on following projects involving various stakeholders (HoDs, Managers, Employees)

* Designed **HR ecosystem** for two MSME clients situated in Ahmedabad
* Conducted **job analysis** & created comprehensive **Job Descriptions** for various functional profiles like Sales, Operations, and Support etc.
* **Performance management** projects for three companies (2 leading textile companies, 1 plastics manufacturing company, 1 education institute) which included designing KRA/KPIs of various roles, **facilitating managers** to understand PMS process.
* Involved in conducting the **Compensation Survey** for a leading textile organization (Workers) and a mid-size IT company. Data collection and report preparation
* Involved in implementation of **employee engagement** initiative for a leading plastics manufacturing company based on themes like creativity and innovation, reward & recognition, internal newsletter development
* Worked on project of **HR Policy Development** for one of the Gujarat Government organizations.



**Assistant HR @ Kothari Techno Tex |** [***www.kotharitechnotex.com***](http://www.kotharitechnotex.com)

**(August 2014 – March 2015)**

* **Roles & responsibilities:**
* Manage daily **time office,** manage salary administration, wages computation & disbursement
* Manage **statutory compliance** related to PF, ESIC (PF registration, transfer, withdrawal, ESIC registration, LWF payment, PT payment)
* To resolve **doubts & queries** of employee/workers
* To create database of daily production in a structured report for production bonus calculation

**Assistant to Corporate Trainer, Mr. Nandak Pandya |** [***http://www.dhyeyamentoring.com/***](http://www.dhyeyamentoring.com/)

**(June, 2010-March, 2014)**

* **Roles & responsibilities:**
* Understanding various training topics
* Researching relevant content related to training module
* Preparing PPTs and Training material for Training Sessions
* Co-ordination with clients, attending & assisting trainer during training sessions

**Academics**



* **MLW - Master of Labour Welfare**  **Gujarat University (Batch 2012-14)**

**Distinction – 68%**

**Main Subjects:** Human Resource Management & Strategic HRM, Human Resource Development, Organization Development, Organizational Behavior, Labour Legislations, Labour Economics, Social & Industrial Psychology, Labour Movement, Labour Welfare, Industrial Relations,

* **B.Com.** **Prin. M.C. Shah Commerce College (2009-2012)**

**Distinction – 64.66%**

**Main Subjects:** Accounts, Statistics, Economics, Business Management, Business Law, Commercial Communications,

* **Schooling**

**HSC** from Shri Damubhai Shukla higher Secondary School with Distinction - 80.86%; (2009)

**SSC** from Shri Damubhai Shukla Primary School with Distinction - 77.23% (2007)

**Certifications & Workshops**



* **Competency Building Methods**
  + Attended a workshop on **“Competencies Building Method”** from Ahmedabad Management Association (AMA) on 15th February, 202**0**
* **Computer Literacy**
  + **CCC (Course on Computer Concept)** from C.N. Computer Centre, C.N. Vidyavihar, Ambawadi with Grade – B
  + **Expertise** in using **MS Office Package** (Word, Excel, PowerPoint, Outlook, Publisher, Visio) with advance tools & features
  + **Exposure** in using online tools like Google Docs, Google Forms, LinkedIn, job portals, searching on google, Adobe Acrobat-PDF, Adobe Forms Central
* **Computerized Accounting**
  + **TALLY ERP.9** from C.N. Computer Centre, C.N. Vidyavihar, Ambawadi with Grade – A

**Personal Information**



**Full Name**: Harsh Ketan Vaidya

**Marital Status:** Single

**Date of Birth:** 20th January, 1992

**Languages Known:** Gujarati, Hindi, English (Read, Write & Speak)

**Interest Areas:** Photography, coins collection, Reading, Explore spiritual practices which

Enhance capabilities, trekking, hiking, exploring natural places

**Aspirations**



Willing to learn followings for my career advancement and personal productivity:

* Psychometric assessments (Assessment and Development Centers)
* Tai Chi and other spiritual practices
* Psychology (Counselling skills)
* Increase business acumen
* Strategic recruitment
* Compensation and benefits
* Training and development
* Competency and talent management
* Employee Engagement & Organizational Climate Surveys
* HR Audit
* Organizational Design & Workforce Planning
* Career counselling
* English language proficiency
* Help people to unleash their potential

And many more…