# Professional Synopsis

# Senior HR manager with 14 years of experience leading HR functions in Engineering, Banking and Banking - IT industries. Strategic business partner with Business Heads / Senior management in the role of problem solver, leading key HR initiatives, and a change management agent following cutting edge HR trends. Expertise include - HR Strategies, Talent Acquisition, Compensation, Employee Relations, Payroll/ Benefits, Performance Management, Change Management, HR Compliance, Vendor Management Senior Leadership Advisory.

# Experience of heading the region with staff strength of 1000+ and team.

# A core contributor for designing, implementing and monitoring various HR processes & systems at organizational level.

# Key Skills

# Policies Design & Implementation: -

* Experience of designing policy manual including various Policies after analysis of organization culture.
* Responsible for new policy implementation and monitor adherence of it across organization.

**Change Management:-**

* Played a vital role for change process of organization i.e. Organizational Structure, Succession Planning, Compensation & Benefit Structure, Reward & Recognition, various HR processes & systems etc.

**Talent Acquisition** is one of the key areas where we have to be focused more.

* Forecast Manpower requirement and budget.
* Job Description Designing
* Utilizing all resources for recruitment – Head Hunting, Job portals, Networking sites, Social Media, Reference drive, educational

Institutes, Walk-ins, Advertisements.

* Overall responsible for Talent acquisition from resume sources to offer the shortlisted candidate and successful onboarding.

**New Employee Orientation –**

* Conducting New Employee Orientation Program.
* Introduction to the group member.
* Make the new employee understand about the company policies and procedure.
* Complete joining formalities including opening PF account, salary account, issuing ID cards.
* New Employee Induction Training and take feedback for the same to improve.
* Responsible for New Employee On boarding program and documentation.

**Training & Development: -**

* Training Need Analysis at different stages throughout years in consultation with all departmental heads.
* Analysis is based on Annual Performance Review, Gap Analysis and specific functions demanding skills

requirement.

* Preparing Skills Matrix / Training Matrix for Training Need Analysis (TNI).
* Preparing Training Calendar for the relevant year considering training needs identified.
* Identify External trainers for specific training required.
* Plan & Execute Training Calendar programs in co-ordination with internal/external trainers.
* **Won Appreciation from Management for “Successful and Best” Quality Audit without any major/minor nonconformity in 2008 of Ahmedabad branch among all 4 branch offices and head office with audit theme of “Training & Development” at Jacobs Engineering (I) Pvt. Ltd. (US based multidisciplinary engineering company)**
* Post effectiveness Analysis of training conducted i.e. Transfer of learning to actual performance in consultation with all discipline heads for further action plan.

**Performance Management System:-**

* Design, Implement and conduct PMS for Mid-term and Yearly performance reviews of employees

across all levels in consultation with discipline head.

* Identifying and finalizing KRAs, KPIs in consultation with HODs and prepare roadmap to achieve the goals.
* Generating remuneration review/ promotion letters and service award letters finalized after performance

review and Rating Scale.

**Payroll:-**

* Do comparable analysis of existing staff for new offer to shortlisted candidates to be offered.
* Maintaining & updating salary data of existing staff and new recruits.
* Remuneration Disparity Analysis.
* Salary administration and providing monthly payroll details to Finance and Accounts for process.
* Got Training on Payroll system management in Oracle based software

**Employee Relations & Benefits :–**

* Good relationship building skills with internal and external stakeholders.
* Easily approachable by staff.
* Exhibits problem solving skills to resolve employees’ queries, conflict resolution in consultation with

Management.

* Organize various fun games, celebrations, various skills developing activities, get-togethers for employees to

make the environment alive and motivated.

* To look after the insurance and insurance claims related to Group Accident, Group Mediclaim, LTA, Medical reimbursement.
* Explaining terms & conditions to employee to be seconded for overseas assignment.

**Employee Retention: -**

* Conducting Retention Interviews of existing staff.
* Do analysis of the suggestions/disappointments of the staff during this interview and communicate with

management to improve current policies and procedures or take necessary action to retain employees.

* Initiated various retention programs i.e. Employee of the Month Award, Long Service Award, Best

Appreciation award.

**HR Database:-**

* Preparing weekly/monthly HR reports, Attrition data & analysis
* Creating and maintaining personnel databases for non-management personnel associated with the

Company, complex -related to recruitment, training and personal details.

**Exit & F&F:-**

* Completing exit formalities – Exit Interview, leaves compensation, PF withdrawal & Transfer etc, final

settlement dues details provide to accounts.

* Generating Relieving & experience certificate.

**Statutory Compliance:-**

* Responsible for adherence of statutory compliance of – Apprentice Act, Employment Exchange, PF act, ESI
* Monitoring & communicate with Legal advisor of Company for Shop & Establishment, Professional Tax, Labor Law.
* Attending Government officials during their visit to office for adherence to various statutory compliance and laws.

# Professional Experience

***Leading Co-Operative Bank – Deputy Manager HR since February 2018.***

* + *Leading Performance Management system of Bank as a whole (all banking verticals i.e. Credit, Branch, Forex, IT Infrastructure / Software / DBA, Cyber Security, Risk Management, Treasury, AML, ALM, Credit Monitoring, Audit, Recovery, Legal etc.) starting from Job Role designing, KRA/KPA/KPI design / revision and periodic reviews. This includes HR intervention for each final performance assessment to align career growth and promotions, Training & Development needs etc.*
  + *Leading Learning and Development of the Bank i.e. identifying training needs based on skill mapping, Identify institutes and internal trainers to conduct training programs, Post Effectiveness of training, training record.*
  + *Talent Acquisition from Fresher to CIO/ CEO/ CISO / CRO / CCO / Head of Audit of the Bank and play a role of HR mentor till their successful engagement with the Bank.*
  + *Policy design and development, Period Review and Revise*
  + *Employee engagement activities*
  + *Supporting Disciplinary actions*
  + *HR operations, HRMS updation, HRMS Database Management*
  + *RBI Audit Compliances pertains to HR department*
  + *Various matters presentation preparation for approval of higher management*

**Kiran Motors Ltd. , Group Manager – HR- July 2016 to January 2018**

Heading HR division of Kiran Motors Ltd. - Responsible for entire gamut of HR i.e. Recruitment & Selection, Policy making & Implementation, Employee life cycle, Payroll, T&D, PMS, Employee Engagement & Retention.

**Destiny Career Solutions, Ahmedabad, HR Consultant - July 2011 to till July 2016**

Consultancy Services for HR & Recruitment to various sector in Engineering, Finance and IT Sector. Had tie-ups with very reputed MNC/Indian Engineering and IT sector. Had completed below assignments:-

* + *End to End HR functions. Development of HR Policies and Processes. Part of Management team. Also,* ***Management Representative (MR) and Internal Auditor for Quality Management System for adherence of ISO standards – 9001-2008.***
  + *Did Competency Mapping Assignment for their Sales Team across Gujarat from Branch Head to Executive level. Identified various Skill sets required for the team, conducted exercise for Skill Gap Analysis and Training Need Identification (TNI). Prepared Skill Matrix, Training Matrix. Submitted Training Methodology to fulfill the identified skill gap.*
  + *Also, identified KRAs for Sales and Operations team at different hierarchies.*
  + *Established HR department from scratch after cultural analysis and need of the organization.*
  + *Strategic involvement for startup business in IT and Insurance domain.*
  + *Developed and implemented all HR policies. Prepared Employee Handbook.*

**Doshion Veolia Water Solutions Ltd., Ahmedabad (An joint venture Water & Water Resources organization)**

**Designation – Deputy Manager – HR – October 2010 – July 2011**

Job Profile :- Handling Water Transmission division (WTD) of Doshion Veolia and managing all HR functions of this division for all projects sites across India. This division is having EPC projects of water transmission in bulk to end users. The project involves cross county pipeline water supply work.

***Jacobs Engineering India Pvt. Ltd., Ahmedabad (An US based fortune 500 multidisciplinary engineering organization having presence across globe with 132 offices worldwide)***

***Designation:- Assistant - HR March 06' – October 2010***

**Job profile:-**Managing all HR functions of Infrastructure Services (Division of Jacobs Engineering India Pvt. Ltd) both Ahmedabad & Mumbai office. Infrastructure Division was having design engineering projects in various disciplines i.e Civil, Architecture, Water, Highways & Transportation, Railway, E&M, Geotech.

***Cholamandalam MS General Insurance Co. Ltd. December 03' - March 06' (A Murugappa Group company)***

***Designation***: - Sr. Associate – Administration

# Achievements

* Established HR department for one Insurance Broking Company and prepared Policy Manual.
* Conducted Competency Mapping Analysis for one of the esteemed Automobile Dealer for their Sales Team across Gujarat.
* Won Appreciation from Management for “Successful and Best” Quality Audit without any major/minor nonconformity in 2008 of Ahmedabad branch among all 3 branch offices and head office with audit theme of “Training & Development”.
* Initiated various Employee Retention Activities.

# Education Qualification

2008 PGD in HRM from ICFAI (Distance Learning)

2000 B.Sc in Biochemistry from Gujarat University (M.G. Science)