***CURRICULUM VITAE***

**Name: KalpeshKumar Bhailalbhai Anand** Date of Birth: 14/06/1980

Address: - B/36, Omkar Duplex, Marital Status: Married

Opposite Voltamp Company, Sex : Male

Near Shatriya Samaj Hall, Maneja, Passport: - Available

Vadodara-390013, Gujarat, India.

Email ID: - **kalpesh\_144anand@yahoo.co.inContact No. : - (M) 9898891147 mhrdkalpesh.anand@gmail.com**



**PROFESSIONAL EDUCATION:-**

* Have done Master of Human Resource Development in HR, Master’s Degree from Dept of RMISSS Veer Narmad South Gujarat University Surat in May 2007. \* Have Done LLB from Sardar Patel University Anand in June 2011 with 58%.
* \*Have done Post Graduate Diploma in Labour Practice & IRPM , PG Degree from Sardar Patel University Anand.

**ACADEMIC EDUCATION PROFILE:-**

1. Have done Master of Human Resource Development (M.H.R.D.) in the field of HR, Master’s Degree from Dept of RMISSS, Veer Narmad South Gujarat University Surat in May 2007 with 54%.
2. Have done Bechalor of LLB from Sardar Patel University Anand in June 2011 with 58%.
3. Have done Post Graduate Diploma in Industrial relation & personnel management (IRPM), PG Degree from Sardar Patel University Anand in April 2012 with 60%..
4. Have done Post Graduate Diploma in Labour Practice, PG Degree from Sardar Patel University Anand in April 2013 with 52%.
5. Have done Bachelor of Science (B.Sc) in the field of Electronics from VNSGU in Oct 2004 with 53%
6. Have done 12th (H.S.C) in the field of Science from G.H.S.E.B Gandhinagar in May 2001 with 37%
7. Have Done Electrical service technician in the field of Electrical from T.E.B.Gandhinagar in July 2001 with 2nd grade
8. Have done 10th (S.S.C) from G.S.E.B. Gandhinagar in March 1995 with 53%

**SUMMER INTERNSHIPTRAINING:-**

COMPANY NAME : NARMADA CHEMATUR PETROCHEMICAS LIMITED (N.C.P.L) (HR Department, T & D)

PROJECT TITLE : A Study of all dept functions like HR, Makt, and Finance, Commercial etc.

TENURE : 60 Days

PLACE : Bharuch Nr. National Highway no.8, opp.GNFC corporate office, Dist: Bharuch-392 015.

**SUMMER INTERNSHIP PROJECT UNDERTAKEN: -Employees Job Satisfaction**

* Study General Awareness for the Survey.
* Explaining the Questionnaire for the Survey to the Employees
* Conducting the Survey
* Analyzing the Survey Feedback and Handling Conflict & Grievances
* Presentation and Suggestion Survey results to the Employees
* Solving queries related to Policies, Procedures & Implementation.

**TRAINING:**-

\*I have participated in the scientific deliberations of 61stNational Conference of Indian Association of occupation health (IAOH). \* First Aid Certificate \* ISO & OHSAS Training Certificate

**PROFESSIONAL WORK EXPERIENCE:- (15.05 years)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Duration** | | **Designation** |
| **From** | **To** |  |
| Smartmeters Technologies Pvt Ltd | 04 Aug 2020 | Continue | Assistant Manager HR& Admin |
| Grasim Industries Limited –Chemical Division, Aditya Birla Group | Feb 2015 | 02 Aug 2020 | Assistant Manager HR & Admin |
| Maruti Koatsu Cylinders Limited | Nov 2012 | Jan 2015 | Manager HR & Admin |
| Gujarat Infrapipes Pvt Ltd | Sep 2009 | Oct 2012 | Officer HR & Admin |
| Associated Power Structures Pvt. Ltd. | Jun 2007 | Sept 2009 | Assistant HR & Admin |

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**PROFESSIONAL EXPERIENCE:**-

***1.. Company Name:* Smartmeters Technologies Pvt Ltd , Smartmeters Technologies Pvt Ltd**

**Plot Survey no. 268, Opp. Prince Spintex Pvt.Ltd, Bagodara, Dholka Road Village: Gangad, Ta.: Bavla,**

**Ahmedabad - 382240, Gujarat, (India)** ,

***Duration:*** 08 **Aug 2020** to till Continue (2.4 Years)

***Designation: Assistant Manager*** *HR & Admin*

***Reporting To:*** *, DGM HR, Unit Head.*

***Company Profile:*** Smartmeters Technologies Pvt Ltd joint venture , Group of ADANI & GSEC Ltd. Ahmedabad an ISO 9001:2000,ISO 14001, 45001 certified organization,Company manufacturing of Electric Meters, Gas Meters, Water meters, Construction Projects, Group Employees about 1000 employees with a turnover of around Rs.700 crores

**Key**

**ROLE &RESPONSIBILITY:**-

**Area of Operations**: All matters concerning Human Resources of company at the collective levels. Heads of the functional areas will be primarily responsible for individual decisions, which shall act within the bounds of the corporate policies on any given subject.

**Key Responsibilities include**:-

1. Organization Structure & Man Power Planning
2. Recruitment & Selection
3. Induction& Orientation
4. HR Policy Formulation & Implementation:
5. Training & Development
6. Performance Management
7. Govt. Liasioning (Legal)& Statutory Compliance
8. Contract Management
9. Organization Development
10. Union Management
11. Employee welfare & Engagement Activities
12. Compensation & Benefits
13. Grievance Redressal
14. HRIS and MIS
15. General and Personnel Administration

* ***Achievements*:-**
* *Introduced & Structured the HR & Company Policies*
* *Introduced Employee Engagement Programs*
* *Structured CTC, Appointment, Transfer, Reliving, and etc Letters.*
* *Structured the Salary Process.*
* *Started Counseling of Employees*
* *Coordination for workmen wages Settlement COD.*

***2. Company Name: Grasim Industries Limited –Chemical Divison(****Name* of changes Aditya Birla Chemical (India) Limited to Grasim Industries Limited effected from 04.01.2016) At & Po - Singach, Via-Vadinar, Tal-Lalpur, Dist-**Jamnagar.**

***Duration:*** 01 February 2015 to 02 August 2020 (5.6 Years)

***Designation:*** *Executive HR & Administration*

***Reporting To:*** *Unit head, & Sr. HR Manager, Director*

***Company Profile:*** Grasim Industries Limited, Group of Aditya Birla, head office for Karwar chemical division Karnataka India, ABG group an ISO 9001:2000 certified organization, company manufacturing of Salt and Gypsum Product through Different types of Detergent Powder, Raw material for synthetic fibers, Adhesives, Plasticizers, Rubbers Additives, Plastics modifiers for films, Paper Processing resins, Fiber Processing resins, Any Types of Plastics pat bottles, Any types of Glasse Bottles,.ABG Group Employees about 1000 employees with a turnover of around Rs.2000 crores

**ROLE &RESPONSIBILITY:**-

**Area of Operations**: All matters concerning Human Resources of company at the collective levels. Heads of the functional areas will be primarily responsible for individual decisions, which shall act within the bounds of the corporate policies on any given subject.

**Key Responsibilities include**:-

1. **Organization Structure & Man Power Planning**

* Supporting organization structure preparation in consultation with the Vertical Chief for the portfolio assigned to me.
* Assisting in manpower planning.
* Coordinating with the functional head and prioritizing manpower requirements
* Mapping candidates as per manpower requirement.
* Facilitating org structure reporting changes as per changes in the work plan **Page** 2 **of 5**

1. **Recruitment & Selection**

* Gathering of manpower requirements.
* Managing the end to end recruitment process and responsible for recruitment at all levels.
* Conducting the HR round of interviews
* Arranging telephonic discussions for short-listed candidates with the respective Business Head.
* Accompanying the departmental panel for final selection interviews.
* Fixing up the pay for new recruits, negotiating and handling salary closures.
* Keeping a track of the salary hikes and grades given etc. to maintain the right fitment in the long run.
* Sourcing the prospective candidates through multiple sources such as Head hunting, Job portals, References, etc.
* Coordinating with the Business Heads from time to time
* Coordinating with Placement Consultants for specific requirements
* Mapping prospective candidates across the industry
* Being a single point of contact for all recruitment activities for the portfolio assigned to me.

1. **Induction & Orientation:-**

Developed a new Induction program wherein all the new joinee gets induction into the organization Culture. Plan, organize, and conduct induction Programmed, devise the orientation plan for the all new joiners ABG Group. Factory visit as per their program of the new joiner’s. Responsible for Introduction with departmental heads, managers, exact job profile and responsibilities, company profile, policies, business and organization hierarchy. Complete the joining formalities i.e. collect the required documents, nomination forms, legal forms etc.Developed an Orientation program and

Tracking of same through Orientation performance planning and review sheet. Designed & developed a comprehensive ‘Joining Kit’ for new recruits & streamlined the Induction process Introduced Employee hand Book for new joinee and induction feedback system.

1. **HR Policy Formulation & Implementation:-**

Formulating HR Polices, Gradation & Structure**.** Implementation, Review & Reformulation Polices. Upgrading and Restructuring of HR Manual. Regulating and enforcing HR discipline like attendance, working hours etc. and monitor a sound work culture within the organization

1. **Training & Development**

Training Need Identification through Competency Mapping, Preparing Training Calendar, and Analyzing Training through Feedback forms & evaluating the Effectiveness.

1. **Performance Management**

Assigning KRA/KPI’s in consultation with employees & Dept. Head, Assigning weightage for job, Designing parameters for analyzing performance & midyear reviews.

1. **Govt. Liasioning (Legal)& Statutory Compliance**

Complying with various legal & Statutory Compliance such as Factory licensing/renewal, Contractor licensing/renewal, GPCB, EPF & Miscellaneous Provisions Act, Gratuity, Workmen’s Compensation Act, Apprentice Act, Compulsory Notification with Employment Exchange, Yearly Medical Check Up & Maintenance of registers,

Safety Audit, Maintaining Statutory Factory Registers & other legal court cases. SO/OHSAS documentation.

1. **Contract Management**

Maintaining Contractor details relating to manpower, license, PF status & work order. Ensuring discipline & complying majority statutory compliance relating with employing Contract labourers at work place.

1. **Organization Development :-**Actively involved in Organizational Restructuring. Working on policy options, program management, performance monitoring etc. Strategic Proactive Analysis on Attrition. Support Managers and plant head to run organizational HR processes like change management, values & cultural change, Performance appraisals, employee satisfaction surveys, fitment & separation, etc
2. **Union Management** :-Maintaining a healthy relation with Union & Union leaders and always arriving at amicable solutions for settling any issues to make a healthy negotiation practice. Actively involved in Wage Settlement Process.
3. **Employee welfare & Engagement Activities**

Providing counseling facilities, canteen, picnic, and self motivated games and sports and social activities for employees.

1. **Compensation & Benefits**

Ensuring timely calculation & disbursement of salary/wages. Calculating for reward/incentive, bonus, leave encashment, LTA, Medical reimbursement, Performance Bonus etc.

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**13.Grievance Redressal**

Following Grievance procedure are procedures by which worker’s grievance dealt with resolved.

**14. HRIS and MIS :-**

Updating in HRIS for New Joinee, Transfer, Promotion and Resigned. Preparing Monthly Headcount Reports, Entry Exit Reports, HR Activity Legal Compliance, Time management (like Attendance, absenteeism, leave etc.) Reports, Presentation for Monthly Review and Status Change Report. Maintaining and updating the employee database, organization structure, competency matrix and skills database; generating and submitting the monthly report to management. Updating employee attendance and leave records and preparing payroll through payroll software.HR sends the New Jinnee’s report

in a defined format to the MIS team on every Monday / Day of joining. Maintaining exit report DSR (daily status report),WSR(weekly status Report),MIS(monthly status report).HR provides the details of the exiting employees in a defined format to the MIS team on a monthly basis.HR sends the weekly head-count report in a defined format to the MIS team on every Friday of the week.

**15.General and Personnel Administration**

Responsible for all general and Personnel administration work viz. House-keeping, Gardening, Canteen, Transport, Hostel, Farm House, Security, Telephone, Stationary, Personnel records etc.

* ***Achievements*:-**
* *Introduced & Structured the HR & Company Policies*
* *Introduced Employee Engagement Programs*
* *Structured CTC, Appointment, Transfer, Reliving, and etc Letters.*
* *Structured the Salary Process.*
* *Started Counseling of Employees*
* *Coordination for workmen wages Settlement COD.*

***3. Name: Maruti Koatsu Cylinders Limited –Halol,***

*1402/A*) At& Po –Halol, Tal-Halol, Dist.Panchmahals**.**

***Duration:*** September 2009 to October 2012 (3.2 Years)

***Designation:*** *Manager HR & Admin*

***Reporting To:***  *HR Corporate Head, Unit head, & Directors*

***Company Profile:***Maruti Koatsu Cylinders Limited, Group of MKC, head office for Ahmedabad, MKC group an ISO 9001:2000 certified organization, company manufacturing of Seamless Cylinders, CNG Cylinders, Hydrogen Gas Cylinders, CNG & Bio Gas Cascade, Fire Fighting applications, Medical & Oxygen Cylinders, Industrial Gas Applications, and Group Employees about 1000 employees with a turnover of around Rs.210 crores

* **Key Responsibilities include**:-
* Manpower Planning, Controlling & Reporting.
* Handling Statutory Compliance & Govt. Liasioning.
* Personnel and General Administration.
* Contract Management.
* *Coordinates in Wage Administration.*
* *Performance Management & Training and Development.*
* *Union Management.*
* *Government Liasioning and statutory compliances.*
* ***Achievements*:-**
* *Introduced & Structured the HR & Company Policies and* Successfully revised the entire company policy on HR related issues.
* *Introduced Employee Engagement Programs*
* *Structured CTC, Appointment, Transfer, Reliving, and etc Letters.*
* *Structured the Salary Process.*
* *Started Counseling of Employees*
* *Coordination for workmen union broken before wages Settlement.*
* Have implemented performance management system, for continuous performance evaluation, implemented gap analysis through such evaluations and arranged for skills enhancement through trainings and workshops for improvement of overall productivity.
* Implemented a system for Succession Planning, and arranged buffer human resources for contingency.
* Implemented a VIDEO INDUCTION system and set up necessary intranet facilities.

***(4) Company Name:* Gujarat Infrapipes Pvt Ltd.** Had worked with GIPPL Group, At & Po-Manglej, Tal-Karjan, and Dist-**Vadodara.**

***Duration:*** 21 Sep 2009 to 31Oct-2012 (3.2 Years)

***Designation:*** *Officer HR & Admin b***Page** 4 **of 5**

***Reporting To:*** *GMHR, GM Plant head, MD*

***Company Profile:*** Gujarat Infrapipes Pvt. Ltd., an ISO 9001:2000 certified organization, located near Vadodara is a company established for the manufacturing of Seamless & Welded Pipe fittings, Elbows & other related accessories. GIPL is the international supplier of pipe fittings recognized for the high quality of its products by the world’s best Engineering and Petrochemical companies. Employs about 1000 employees with a turnover of around Rs.150 crores

* **Key Responsibilities include**:-
* Manpower Planning, Controlling & Reporting.
* Contract Management.

* Personnel and General Administration.
* Handling Statutory Compliance & Govt. Liasioning.
* *Coordinates in Wage Administration.*
* *Performance Management &Training And Development*

***5. Company Name:* Associated Power Structures Pvt Ltd Had** worked with APS Group, At & Po-Manglej, Tal-Karjan, Dist-**Vadodara**.

***Duration:*** *1*Jun 2007 to 19 Sep 2009 (2.3 Years)

***Designation:*** *Assistant HR & Admin*

***Reporting To:***  *GM HR, GM Production, MD*

***Company Profile:*** Associated power structures Pvt ltd, an ISO 9001:2000 certified organization. Manufacture transmissions Tower, wind tower etc. Employs about 600 employees with a turnover of around Rs.200 crores.

**Key**

**Key Responsibilities include**:-

* Manpower Planning, Controlling & Reporting.
* Handling Statutory Compliance.
* Contract Management.
* Personnel and General Administration.
* *Coordinates in Wage Administration.*
* *Coordinating Training and Development.*

**I.T. SKILL:-**

* Basic knowledge of Computer Fundamental ,MS-OFFICE (Word, Excel, Power point, outlook) and Internet
* Job Portals (Naukri, Monster, Times, Job street, etc.)
* SAP-MM,HR & Poornata HR

**INTEREST:-**

Reading & Traveling, Cricket, Music etc.

**LANGUAGE KNOWN:-**

(a) Mother tongue : Gujarati (b) Others : English, Gujarati, and Hindi

**REFERANCE:-**

1. Mr. Jigneshkumar, Asst.Manager HR & Admin (Virat Trancore Pvt Ltd)

Por Gidc, Por, Vadodara, Contact. No. 09898887386

**SKILLS & CAPABILITY**:-

* Can achieve time bound targeted goals.
* Driven by grimes determination and positive motivation to provide best work results.
* Excellent communication skills. Quick Learner, Adaptability & Positive Attitude & Handling the pressure situation.
* Possess leadership qualities essential for job requiring teamwork.
* *Pro-active, self-motivated* and Enthusiastic person.

I hereby verify that above information are true and correct to the best of my knowledge and belief and nothing has been concealed in it.

**Date: -** / / **2022**

Thanks and Regards

**(KALPESHKUMAR. B. ANAND) Page 5of5**