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| **Mahammad Rafik Mansuri**  Phone: +91 9638955542  Email: [rafik.patan001@gmail.com](mailto:rafik.patan001@gmail.com) | Address: 9-Noman Society,Nr Razzaq Masjid,100 ft Road,Fatehwadi, Sarkhej Ahmedabad. | |
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| Objective  **MBA - HR with 7+ years experience** in Talent Management,Training, Payroll management, Employee Engagement, Performance Management, legal Compliances, Employee Relations, Administration and HR ISO and Legal Audit. Seeking to leverage my technical and professional expertise to grow in the new role of HR at your company.  Acadamic Credential   |  |  |  | | --- | --- | --- | | **Year** | **Qualification** | **University** | | 2009- 2011 | MBA (HR) | Gujarat Technological University, Ahmedabad | | 2006-2009 | BBA | Hemchandracharya North Gujarat University, Patan | | | |
| Work Experience | | |
| **Vestas Wind Technology India Pvt. Ltd, Ahmedabad (on RGBSI payroll)**  **Duration- April-17 to till date**  **Designation- Associate HRBP**  **Job Profile:**   * Partner with team in the implementation of the strategic HR Plan, projects and initiatives that add value to both our business and employees. * Acts as the performance improvement driver and provokes positive changes in the people management. * Proactively supports the delivery of HR Processes at factory level. * To promote the use of HR systems policies and processes, challenging appropriately as necessary. * Assisting to Regional HRBP for driving Global HR programmes in line with yearly calender. * Develop and implement **recruitment strategies**, tactics and procedures. * **Manpower Planning and forcasting** for blade factory Ahmedabad. * Coordinations with technical institutions and consultants for recruitment drives. * Screening the CVs and taking telephonic and **face to face interviewes.** * Responsible for Onbaording, joining formalities, HR induction and plant visit **(400+ employees onboarded).** * Recruitment MIS preparation and submitting to HR Head and Project Head. * Monthly **attrition report** preparation. * Assisting to HR Head for budget preparation. * Manage HR operations, employee taxation, Health insurance, group **personal accident and employee compensation (WC) claim.** * Conduct and/or manage the execution of **employee relations** investigations and employee relations issues. Provide counsel and guidance on employee relations issues, including employee complaints, corrective action, separations, investigations and general employee relations concerns. * Actively participating with **GEMBA meeting** on daily basis to discuss the **shopfloor** **issues** which help us to facilitating **smooth ER across** the plant. * Preparing **Absentieesm** report and taking corrective measures to control the absentieesm. * **Compliance management** with regards to Factory Act, Minimum Wage Act,CLRA,Payment of Wages Act, Employment Compensation,Bonus Act,GLWF,Professional Tax,Employment Exchange Act, PF Act etc. * Ensuring the monthly,quarterly,semi annualy and annual **reports** to various authority under various **labour laws.** * Constant **liasioning** with Govt bodies, local Panchayat and other stakeholders in order to execute the statutory complaices. * **Participation in agreement and negotiation with contractors.** * **Auditing the compliances of contractors** on monthly basis and verifiying the invoces submitted by contractors. * Representing HR dept in **ISO audit** and ensuring zero NC. * Successfully introduced **“WE CARE”** a grievance management programme forblade factory Ahmedabad and trained Chennai HR Helpdesk Team to implement in Naccels factory. * Preperation of **payroll** input of Vestas and RGBSI employees and resolving payroll related issues. * Builiding relationships with vendors and legal consultant.   **Steam Turbine Engineering (India) Pvt. Ltd. (A unit of Power Plant Servces,USA)**  **Duration- December- 15 to April-17**  **Designation- HR Officer and Corporate Recruiter**  **Responsibilities:**  **For PPS Chicago:**   * Recruitment: End to end recruitment process, starting from preparing JD to Closing the position for PPS Chicago. * Report to the HR director at PPS Chicago for PPS work scope with dotted line to President at STE for day to day administration. * Support to HR director in data gathering and analyses for performance reviews. * Vendor development from India to support PPS HR team. * Relationship Building: Identify and develop strong internal relationships with hiring decision-makers to fully understand business talent requirements. Externally build relationships with sourcing organizations such as job board vendors, universities, technical schools and recruiting firms to increase candidate flow and quality.   **For STE India:**  **Talent Acquisition**   * Arranging recruitment planning meeting with STE President and concerned department head. * Preparing JD as per the requirement of the department and publishing to online and offline platform. * Candidate search from job portals, social and professional network. * Conducting initial round of interviews for all candidates and reference checks for selected one. * Responsible for negotiating for salary with the candidate and preparing the offer letter. * Responsible for planning the entire induction training for new employees and taking the introductory session. * Responsible for maintaining personal files of each employee. * Exit Formalities. * Full and Final Settlement. * Vendor relationship management. * Prepared and implemented a referral bonus scheme.   **Payroll & Compliance**   * Maintaining attendance records of all the employees. * Calculating monthly salary of employees. * Resolving queries from employees regarding salary and bonus. * Complying with statutory norms applicable to the company. * Coordinating with consultant for new employee registration in PF, ESIC and timely submission of challans.   **Performance Management**   * Introduction of performance management system with aligning Plant Head. * Explaining the KPI to the employees and follow up for monthly report. * Performance feedback. * Responsible for Issuance of Appraisal Letter. * Publishing monthly scorecard at company level.   **Employee Engagement**   * Responsible for sending messages of birthdays and festivals. * Responsible for organizing engagement activities like celebrations of birthdays, anniversary, cricket matches and other games.   **Training Management:**   * Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers. * Preparing training calendars as per the need. * Execution of training Plan as per the calendar. * Develop effective induction programs. * Produce training materials for in-house courses. * Manage the delivery of training and development programs. * Facing an **ISO audit** for HR dept. and maintaining necessary documents for the same.   **Admin duties:**   * Responsible for seat and space planning. * Hands on experience in IT & Non IT procurements through Negotiations with vendors. * Contract Management - Managing the Office Rental contracts, Vendor contracts, Maintenance contracts. * Event planning * Liaison with Local Authorities and Building management services. * Supervising housekeeping, security, pantry and guest accommodation.   **Employer** - **Technomine UK Ltd. (from Feb-14 to December-15)**  **Designation**: Recruitment Consultant  **Employer: QX Ltd (A UK based Outsourcing company)**  Duration of work: Aug.2011 to Sept.2013  Project Name: Webrecruit (A sister Concern of Hamilton Bradshaw Group.)  Designation: Recruitment Consultant  Achievements  Awarded the certificate of appreciation from Vestas for extensive support in Compliance Management, Employee Record Management and Mediclaim Management.  Awarded Gift Voucher from Vestas for managing recruitment drives within timelines.  Formulated HR policies and procedure in Steam Turbune Engineering as a first person in HR.  Strengths   * Initiator * Good Team player * Self confidence   Declaration  I hereby declare that the above mentioned information is true to the best of my knowledge.  **(MAHAMMADRAFIK MANSURI)** | |  |