**SUNILKUMAR K SHARMA**

**Contact :** 9727018335 ~ **E-Mail:** skkmmcs@yahoo.com

***A multi-faceted professional, skilled in blending creative intellect, seeking senior level assignments in HRM/ General Administration/ Industrial Relations with an organization of high repute preferably in Manufacturing sector***

***Location Preference: Ahmedabad (Gujarat)/ North & West India***

**PROFILE SUMMARY**



* A versatile professional with vast experience in:

HRM Operations General Administration Industrial Relations

Legal Operations Security Management Facility Management

Personnel Management Training & Development Performance Management

Organization Development Employee Engagement CSR

* Extensive experience in general administrative activities, personnel management, policy implementation and facility management across assignments
* Skilled in managing entire recruitment process entailing preliminary screening, interviewing and selection with appropriate compensation
* Proficient in resolving all labor related issues from settling disputes, handling disciplinary actions to formulating policies related to leave, concessions, conveyance, etc.
* Conversant with advanced HR practices like Recruitment Techniques, Training & Development, Competency Mapping, Performance Management, KPA/KRA, Attrition Rate, etc.
* An effective communicator with exceptional people management & planning skills

**CORE COMPETENCIES**



**Human Resource Management**

* Collecting details of wages/ benefits data from various industries and evaluating and developing various reports for enabling the negotiation process
* Supervising the time office functions, attendance, employee records, codified procedures & leave records and managing appraisal process across the levels by establishing framework for substantiating Performance Appraisal System
* Monitoring & enhancing the O D, L & D & Employee Engagement activities

**Recruitment & Resourcing**

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements
* Supervising staffing, recruitment, induction program, labor negotiations, discipline and policy & procedures for employees

**Industrial Relations / Employee Welfare**

* Ensuring prompt resolution of employee grievances for maintaining cordial management-employee relationships
* Negotiating & settling disputes with union and maintaining discipline & harmonious working environment across all employee levels

**General Administration**

* Handling overall forecasting, distribution & consumption of resources and formulating budgets for timely procurement of various critical components
* Ascertaining smooth operations at all times and maintaining proper decorum & discipline by forming and implementing the policies & procedures effectively

**ORGANISATIONAL EXPERIENCE**

**May’23 to contd. Freelancer for HR Consultancy**

**August’22 to April’23 Dev Gr. Of Co. as GM-HR & Admin.**

**March’21 to July’22 Freelancer Consultant**

**March’20 to Feb’21 Aakriti Super Snacks Pvt. Ltd., Raipur as GM- Business Development**

**May’17 to Jan’20 Kalpataru Power Transmission Ltd., Raipur as DGM-HR**

**March’16 to April’17 Raymon Patel Gelatine Pvt. Ltd., Vasad as Head HR**

**Dec’09 to Feb’16 DCW Ltd., Ahmedabad as DGM-HR**

**Sep’04 to Nov’09 Arvind Ltd., Ahmedabad as Sr. Manager-Employee Relations**

**Dec’02 to Sep’04 Parekh Platinum Ltd., Gandhinagar as Manager – HR**

**Apr’02 to Nov’02 HAVMOR, Ahmedabad as DGM-Commercial**

**Jul’99 to Feb’02 Sabero Organics Gujarat Ltd., Sarigam, Gujarat as Sr. Manager-P&A**

**Jul’98 to Jul’99 Nirma Ltd., Bhavnagar, Gujarat as Manager-Admin.**

**Nov’95 to Jul’98 Gujarat Heavy Chemicals Ltd., Bhavnagar, Gujarat as Manager-HR & IR**

**Oct’85 to Oct’95 Ambuja Cement, Ambujanagar, Gujarat as Personnel Officer**

**Key Result Areas:**

* Accountable for restructuring the organization so as to maintain minimum manpower while keeping overtime under control
* Maintaining & updating the personal records of employees and all statutory records under labor laws
* Responsible for developing the following:
* Reward & training list as per feedback received from employee appraisals
* Annual training calendar & implementing the same in compliance to ISO 9002 requirements
* Developing job description of employees for planning their career/succession
* Carrying out employee satisfaction survey and enhancing their satisfaction level
* Monitoring the following:
* Housekeeping & horticulture activities
* Security and safety of plant & colony
* Organization of sports, cultural and religious programs
* Management of guest house, canteen& school
* Sustaining effective communication system such as telephones, fax, e-mail, post & courier, etc.
* Managing the grievance handling system that involve communication meetings, one-to-one counseling, etc.
* Addressing the legal matters related to labor
* Taking actions against the defaulting employees and conducting domestic enquiry as per the requirement
* Representing the company before govt. authorities, non govt. bodies and media
* Heading the Corporate Social Responsibility activities for the company

**Highlights:**

**As Freelancer associated with different organizations for providing consultancy for HR related matters.**

**At Dev Gr. Of Cos. developed systems, policies, formats etc. & provided required support in recruitment, compliances, admin. & welfare activities.**

**As Freelancer associated with few organizations for various assignments pertaining to HR**

**At Aakriti Super Snacks Pvt. Ltd.:**

* **Enhanced the existing HR systems**
* **Coordinated for the new projects & for getting benefits & clearances from govt.**

**At Kalpataru Power Transmission Ltd.:**

* Brought man hour loss to zero by giving a clear message to union that no discussion if work is stopped.
* Improved communication channels with staff & workmen by increasing OD & Employee Engagement activities.
* Enhanced the liaison with govt. authorities & improved the legal drafts used by co. & contractors
* Rationalized the manpower engagement in close coordination with the innovation team.

**At Raymon Patel Gelatine Pvt. Ltd., Vasad:**

* Reorganized the Personnel, HR, Legal & Liaison functions as the position was vacant since long time.
* Brought in a disciplined culture wherein employees were made accountable
* Cleared backlog with regard to statutory compliances, legal cases / Agreements etc.

**At DCW Ltd., Ahmedabad :**

* Significantly challenged the status quo of prevailing systems of HR, Personnel, IR & Administration and enhanced them successfully
* Signed & implemented successfully 5 years’ settlements with the union w.e.f. 1-4-10 & 1-4-15.
* Held the position of CSR Head, Factory Manager, P F Trustee, Chairman of Canteen Committee & Suggestion Committee
* Team leader for facilitating the Responsible Sourcing Audits by Unilever

**At Arvind Ltd., Ahmedabad:**

* Successfully gave VRS to approx. 800 workers
* Significantly signed a comprehensive agreement with the union for bringing more disciplined working culture and minimizing the overhead cost of labor
* Holds the merit of enhancing the Social Compliance Audit Standards as per the requirements of reputed buyers such as Adidas, Marks & Spencer etc. for increasing the productivity at all units

**At Parekh Platinum Ltd., Gandhinagar:**

* Accredited for minimizing the no. of employees and overhead costs

**At HAVMOR, Ahmedabad:**

* Effectively organized surveillance audit through SGS as per the requirements of ISO 9002

**At Sabero Organics Gujarat Ltd., Sarigam:**

* Holds the merit of signing the three- year settlement with union and attained substantial savings in overheads

**At Nirma Ltd., Bhavnagar:**

* Significantly contributed in laying the 15 km optical fiber cable between Bhavnagar & Kalatalav

**At Gujarat Heavy Chemicals Ltd., Bhavnagar:**

* Successfully minimized the no. of legal cases through pro-active approach & signed three year settlements with the unions at three different locations.

**At Ambuja Cement, Ambujanagar:**

* Significantly established the Personnel Department at Ambujanagar whereby recruited 200 employees within 4 months
* Accredited for conducting three settlements with the union successfully
* Effectively provided 3 Module Training on Leadership, Motivation & Productivity to all staff

**INTERNSHIPS**



**Title: Journalism**

Organization: The Hindustan Times, New Delhi

Period: Mar’83 to Jul’83

**Title: Evaluation & Survey of Family Biogas Plants**

Organization: NCAER, New Delhi

Period: Jul’84 to Dec’84

**EDUCATION**



1984 MA (Hons.) English from Birla Institute of Tec. & Sc., Pilani with 7.3 CGPA

1996 PG Diploma (HRM) from Delhi University, New Delhi, IGNOU with 68%

**PERSONAL DETAILS**



Date of Birth: 29th January, 1962

Address: D 404, Satyamev Vista, Gota Bridge, Gota, Ahmedabad – 382481 (Guj.)

Languages Known: English, Hindi and Gujarati

**PROFESSIONAL ENHANCEMENTS**



* Attended the following programs:
* Computer Aided Personnel Management by National Productivity Council in 1990
* The IBM PC – Compatible – Its Application and Usage as a Productivity Tool by Lan Eseda Information Technologies in 1993
* The Employees’ Pension Scheme 1995 by All India Management Association in 1996
* Recent Major Changes in Application of the Contract Labor (Regulation & Abolition) Act, 1970 by All India Management Association in 1997
* Self-Managing Teams by Ahmedabad Management Association in 1997
* Blue Print for Success by Shiv Khera of Qualified Learning Systems in 1997
* Effective Personal Productivity by Unnati Leadership Management International in 2002

**SEMINAR / CONFERENCE**



* Actively participated in the following:
* All India Conference on Statutory Requirements for Industries by The Institute of Energy Management, Mumbai in 1990
* International Seminar on Security & Safety by SCI Institute of Security & Safety Management in 1992

**EXTRAMURAL ENGAGEMENT / OTHER ACCOLADE**



* Represented BITS, Pilani as Swimming & Water Polo captain in inter varsity meets
* Served as the Officer & hold ‘C’ certificate of NCC
* Was Secretary & President of the Languages Association at BITS, Pilani
* Was Rotarian in the Rotary Club of Sarigam
* Was member of BITS Alumini Association, Ahmedabad