

**HARISH RAMKHILAVAN PAL**

**Mail:** [**hrpal2000@gmail.com**](mailto:hrpal2000@gmail.com)



F/408, Satyesh Residency Apple woods, Shantipura Circle, South Bopal-Ahmdabad, Gujarat -382210 India +91-7567353506 / +7567354039

[hrpal2000@gmail.com](mailto:hrpal2000@gmail.com)

**CAREER ABSTRACT**

**Self-motivated, Proactive HR Professional having more than 25 years of Extensive experience in Human Resource, Industrial Relation & Administration Dept.** For different leading manufacturing sectors with proven abilities in organization management work flow and using a proactive approach to problem solving, Improving Retention and productivity rate, having strong communication, interpersonal, public Relations, achieving business solution within agreed deadlines with strong work ethics and loyal nature .

**CORE COMPENTENCIES IN HR / IR & LEGAL / ADMINISTRATION**

* Introduction & implementation of the concept of Succession Management, Objective Setting JD and KPI’s, ESS, KRA for all Level HR policy and recruitment’s the key positions throughout the Business development system..
* An enterprising leader with high professional integrity and ability to motivate people towards achieving organizational objectives and adhering to industry best practices
* Effectively led & supported Business specific OD interventions, Change Management etc.
* Defined and Implemented Group HR policies, processes and best practices suitable to content and standardizing procedures to ensure smooth functioning of the organization.
* Tracking and measuring performance of the HR Function through Real time and predictive metrics like statutory compliance reports, HR / IR Audits and others.
* Training & Development - Set up training function to include, structured training process and people engagement.
* Health & Safety Initiatives/ Recruitment & Selection at all Level/ Wage & Salary Administration.
* **Key Professional Expertise in corporate & plant level with HR/OD, HR Strategic Management, Talent Acquisition, Employee Management, Performance Management.**
* **Competency Mapping, Employee Satisfaction Survey, Manpower Planning and Budgeting.**
* **HR Policies & Planning, Employees Communication, Business Partnering, Reward & Remuneration System etc.**

INDUSTRIAL RELIATION**:**

* Handling employee IR activities and grievance, through pro-active actions and perceived fairness.
* Suspend and did full and final settlements of so many senior employee & Union Leader.
* Formulate code of conduct for employee / issue the letter’s to late coming / Legal issues /to keep industrial disciplines /Take regular meeting of the worker internal & outside union committee.
* Renewal of factory license /Yearly returns/ Legal compliance / Returns like LWF,PF,ESI Compliance / WC Policy / Controlling time office /Fire extinguishers work /Union negotiations.
* Legal issues/to keep industrial disciplines/ Take regular meeting of the worker.
* Experience in drafting Labour agreement & contract, amendment of standing order/All Statutory Compliance, Liaising and IR Activities.
* Liaising with various local bodies, Government authorities and managing legal compliances (Labor courts, Industrial tribunals, Pollution Control Board, Police Department etc...
* Handled several settlements at the conciliation stage and also coordinated matters in labor court, industrial tribunal and High Courts matter.
* **Handle successfully 1 (One) STRIKE restart production without any damage of company property and production with seamless operations.**
* **Handled successfully 2 (Two) Settlement’s at the conciliation stage and also coordinated matters in labor court.**
* **Handle successfully 2 (Two) Union’s Negation while Agreement & Settlement without any issue.**

**ADMINISTRATION**:

* Managing administration functions under shared service like General Office Administration, Security Management, Employee transport, Employee Canteen Services, Housekeeping, and Property management, Fire Safety & Health, local Authority Communication HR related vendor development.
* **Streamlined our all Admin function with 60% Coast saving on years for better facilities for employees.**

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**EMPLOYMENT PROFILE**

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| * **Echjay Industries Pvt Ltd ,Rajkot (June, 2020 –to till date)** |

**(Quality Forgings)**

**Designation: GM -HR, IR. & Admin**

A leading Quality Forgings company, in different states of India with a total of 03 plant’s across India. It is pioneer and global leader in manufacturing a variety of Quality Forgings meeting to the requirement of international Standards and specification of Hot, Cold and Ring Rolling forging technologies along with machining capabilities and a complete engineering infrastructure under one roof produce a wide variety of forgings and machined component manufacturing for car manufacturers, having a workforce total 2600 employees for the manufacturing plant, all HR Team of 10 people reporting to Head HR & Admin and myself reporting to MD.

**Key Duties**:

* HR Generalist Activities / Succession Planning / HR Policy Formulation /Performance Management System.
* Training & Development / Legal Disciplinary Matters / Talent Acquisition /Employees Engagement Activities / Statutory Compliance.
* Recruitment & Selection / Industrial Relation Activities on day to basis / Union Activities etc.
* Establishing and formulating HR policy, training policy, performance reviews and recruitment policy

**Key Achievements:**

* Formulate code of conduct for employee /Issue the letter’s to late coming /Absenteeism/ Suspension letter/ Lab our welfare activates/ Handle employee grievances.
* Legal issues/to keep industrial disciplines
* **Streamlined the admin function with 40% reduction in costs for the year, thereby providing better facilities for the employees**.

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| * **Camerich Papers Pvt Ltd Morbi, Rajkot (June, 2018 to May 2020)** |

**(Paper Plant)**

**Designation: DGM, HR, IR & Admin**

Presently Associated with Camerich Papers Pvt Ltd Leading duplex paper’s manufacturing organization as a HR professional towards enhancing business volumes & growth track record of delivering value to organization through effective strategy planning reporting to Chairman Sir /Director.

**Key Duties**:

* Demonstrated excellence in implementing various training programs within a short span of time. Also introduced and monitored HRIS, HR Analytics and HR Audits.
* Strategic corporate HR policies, planning change management and succession plans, Business modeling and ODI design, sales incentive policies, and legal and government compliant talent management and benefit-and-reward policies implemented by me in my tenure.

**Key Achievements**:

* Establishing and formulating HR policy, training policy, performance reviews and recruitment policy.
* Formulate code of conduct for employee /Issue the letter’s to late coming /Absenteeism/ Suspension letter/ Lab our welfare activates/ Handle employee grievances.

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| * **Kores India Ltd Wakaner, Morbi (May, 2015 to May 2018)** |

(Textile Mill) Closed

**Designation: AGM -HR, IR, Admin**

A Leading industry giant, Kores India Ltd organization at wakaner, Rajkot, is one of leading Textile group, having work force more than 2500 nos. Expertise, in leading as Head (HR) towards enhancing business volumes & growth An enterprising leader & team player with abilities in leading multi-skilled motivated teams to achieve organizational goal and over all development Reporting GM.

**Key Duties**:

* Conduct training sessions related to Ethics, benefits, safety, or other as required.
* Ensuring the post training feedback is integrated with the performance Management Cycle.
* Manage HR budget and work with plant managements to assist in managing people spending, i.e. over time, headcount control, utilization of temporary worker’s compensation.
* Manage the entire talent acquisition process across levels and function.
* Departments and ensuring that all information must be share to top management.

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| * **Amul Industries Pvt Ltd., Rajkot (Jan, 2012 to April 2015)** |

**(Auto Components)**

**Designation: Head – HR, IR. & Admin (Corporate)**

A leading automotive component company, in different states of India, with a total of 26 plant’s across India. It is well known for shaft & connecting rod manufacturing for car manufacturers, having a workforce of more than 800 people in the corporate office, with 4200 people for the manufacturing plant, all HR Manager reporting to Head Corporate HR & Admin and myself reporting to MD.

**Key Duties**:

* Counseling/ Pay and conditions/ Contracts compliance/ Succession planning/culture and attitude development performance appraisal and quality management issues/
* Liaison with government dept/ Annual budgets systematize increments system & release in time/ Formulation of incentive schemes / formulation of organization structure and it’s updating /job description .
* Manpower Planning and Budgeting / Wage & Salary Administration.
* Policy Implementing / Handled end to end Performance Appraisal Process.
* Statutory Compliance, Liaising and IR Activity, Recruitment.
* **Streamlined the admin function with 20% reduction in costs for the year, thereby providing better facilities for the employees**

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| * **Parikh Packaging Pvt. Ltd. Ahmadabad (Nov, 2006 to Dec 2011)** |

(Flexible Packing)

**Designation: Manager HR, IR, Admin**

A leading an ISO: 9001-2000 Company since 1940 catering to Middle East, European Clients with a work force of 450 dealing in flexible packing Handling HR & admin division and compliance audit for US buyers Like Wal-Mart and BRCIOP and Reported to CEO/MD.

**Key Duties**:

* Implementing a new performance system/ leave structure/ health & safety hygiene initiatives.
* Responsible. For establishing, documenting updating ISO-9000-2001 procedures in personnel department / Monitoring Housekeeping /safety / Canteen/ IR Strategy.
* Establishing and formulating HR policy/ training policy/ performance review and recruitment guidelines/ Performance Management System / Implement HR policy / Talent equation.
* Contract Labour Compliance / Legal Compliance / Legal disciplinary matter handling etc
* Developing and Implementing HR Policy / Training & development / Productivity, Recognition and Morale.
* Supporting Strategic objectives /Talent Management etc.

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| * **Regal Group of Companies, Dubai UAE (Aug ,2000 to Oct 2006)** |

**Designation: Sr.Executive HR & Administration**

A Leading Group Trading Co. in Textile, Garments, Quality Ice-cream & Communication in Dubai, UAE catering to Middle-East European clients with a work force of Nos. 1000 Managing the HR & Admin dept and Reported to MD.

**Key Duties:**

* Initiating the Performance Management System based on objectives.
* Establishing and formulating corporate and HR policy/ training policy/ performance review and recruitment guidelines.
* Conducting employee satisfactory survey within the organization.

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| **Sarda Papers Ltd., Nasik (MH) (Jan ,1994 to July 2000)** |

(Paper Coating plant)

**Designation: Manager Personnel, IR, Administration**

One of Leading Paper coating plant ltd company in Sinner, Malegoan Nasik MIDC having total workforce of 525 No’s I’m Leading Personnel & Admin Dept and Reported to GM.

**Key Duties**:

* Involved in Recruitment and Selection/Union Negotiation / Fire Extinguishers training etc.
* Maintained cordial relation with Government officials and ensured all statutory requirements are met periodical / domestic inquires / IR/ welfare activities / keeping track on (Absenteeism/ O.T salary payment/ Medical expenses/ vehicle expanses/ electricity/ water. Etc.
* Maintaining of all junior/ senior staff personnel files and keep update record at all times.
* Time keeping/ Leave Administration/ Preparation of Salaries and Wages.

**Key Achievement:**

* **Handle Successfully STRIKE restart production without any damage of company property and production.**

**PERSONAL STRENGTH**:

* **Energetic, Enthusiastic, Confident of handling any assigned task, Honesty, Sincerity, Sports Person represent Two (National’s) etc**.

**TECHNICAL SKILL’S** :

* Hands use Microsoft Word/Excel/Ms Office with latest version.
* Did Graphical user interface certificate course from Dubai , UAE

**EDUCATION**

* Post Graduate Master Degree in Personnel Management – Human Resources from Poona University JDC Bytco Institute of Management Studies and Research College, Nasik,(MH) India with 65.08%
* Diploma in Labor Law and Labor Welfare – from Poona University from NBT Law College from Nasik (MH) India with 51.04%.
* Graduation in Bachelors Degree of Arts – (Economics) from Arts HPT & RYK Science College, Nasik. (MH) India with 52.08%
* Pursuing LLB from NBT Law College, Nasik (MH) India.

PERSONAL DETAILS

**DOB: 11th Feb, 1972**

**Gender: Male**

**Marital Status: Married**

**Languages known: Hindi, English, Marathi, Gujarati**

**Current CTC: 20.85 laces PA.**

**Notice Period: 01 month.**

**Pass Port No: U4221025 (INDIA) Harish R Pal**