|  |  |
| --- | --- |
| **General Manager – HR (Group Companies)**  **HR Generalist - HR Operations / Policies & Procedures**  **LINDKED IN Profile** - https://www.linkedin.com/in/ ravivandan-vaja-80951738/  **Location: Gujarat (Ahmedabad / Vadodara) / Maharashtra (Mumbai / Pune) / Bangalore**  **ravi\_rise@hotmail.com |  +91-9824840988**  **RAVIVANDAN VAJA** | |
| **Profile Summary**  **Senior HR Management Professional** offering **19 years** of experience in managing HR Operations   * **Presently heading the Group HR Operation of Vishakha Group** * Work exposure of Global HR Operation for UAE & US * Partnered at all organizational levels to define and implement HR strategies aligned with organizational objectives; developed strong, positive relational networks and supporting departments company-wide * Designed and implemented a holistic HR strategy to meet business challenges with focus on the following key areas such as talent & leadership, culture & values, engagement & connect, supervisory capability, productivity & cost * Led an ERP implementation for the company; bridged the gap between business and technology groups * Introduced new employee orientation, innovative online and offline programs for employees at all levels and new communication tools to improve morale and engagement * Approachable leader with skills in bridging gap between management & employees by resolving matters pertaining to performance & development plans, conduct, employee management issues, and policies * Leveraged contribution in developing organization structure, frameworks and benchmarked compensation and benefits * Revamped specific programs and drove departmentally focused engagements, ensuring alignment between competencies and leadership development strategies to achieve ROI and operational goals   **Core Competencies**   |  |  |  | | --- | --- | --- | | **Strategic HR Policies & Procedures** | **Employee Relations / Engagement** | **Statutory Compliances / Organizational Development** | | **Performance / Compensation and Benefits Management** | **Career & Succession Planning / Employee Development** | **Risk Management / Budgetary Planning / Program Management** | | **Organizational Competency** | **Process Transitions** | **Team Management / Training** | | |
| **Soft Skills** | **Education**    **2000**  **2002**  **2006**  **Bachelors in Commerce (B.Com.) in Economics of Transport & Tourism Management from M.J. College of** **Commerce – Bhavnagar** **University**  **Post-Graduation Diploma in Computer Application (PGDCA) from Bhavnagar University**  **Post-Graduation Diploma in Business Management (PGDBM) in Human Resources Management from Bhavnagar University** |
| **Career Timeline (recent 5)**    **Vishakha Group Flexible packaging/Plastic pipes / solar / metal etc**  Since 11/2021  2006-2009  **Dyota Numandis Pharmaceuticals P. Ltd., Ahmedabad**  2016-2017  **Troikaa Pharmaceuticals Ltd., Ahmedabad**  **Amanta Healthcare Ltd., Ahmedabad**  **Scion International LLC, Dubai, UAE**  2019-2021  2009-16/2017-19 | |
| **Work Experience**  **November 2021 – till date: Vishakha Group, Ahmedabad as GM – HR & Administration**  *Responsible for all HR & Admin operation of group companies – Flexible Plastic Packaging / Renewables (Solar)/ Agriculture (Plastic Pipes) / Infrastructure*  **Oct 2019 – Nov 2021: Scion International LLC, Dubai, UAE as AGM – HR & Administration (Global Position)**  *Managing both* ***India & UAE*** *HR Operations with Total Manpower 1000+ across the Globe & 700 + Contractors at UAE & India*  **Jul 2017 – Oct 2019: Troikaa Pharmaceuticals Ltd., Ahmedabad as AGM – HR & Administration**  *Responsible for all HR & Admin Operation of Corporate Office & 3 Manufacturing Unit namely Ahmedabad (2) & Dehradun (1) with total manpower 2400 staff & 800 workers.*  **Aug 2016 – Jul 2017: Amanta Healthcare Ltd. (Kheda Plant), Ahmedabad as Sr. Manager – HR (Plant Head)**  *Total Manpower 250 Staff + 850 workers.*  **Aug 2009 – Aug 2016: Troikaa Pharmaceuticals Ltd., Ahmedabad as Sr. Manager – HR**  ***Reporting Structure***   |  |  | | --- | --- | | ***Vishakha Group Pvt Ltd***  ***Reporting to CMD*** | ***Scion International LLC***  ***Reporting to Director HR & Operations - UAE*** | |  | |  | | --- | | ***Troikaa***  ***Reporting to Sr. VP-HR & Dotted line report to Jt. MD / Director*** | | Manufacturing Units  Ahmedabad (2) & Dehradun (1) = 3 For Each Plant - 1 Manager / 2 Executive / 2 Officers = Total 5 at each plant = Total 15 Staff  **Head Office**  Talent Acquisition – 3 (Manager / Dy. Mgr. / Executive) / Admin – 2 (Executive / Officer) / HR Operation -3 (Dy. Mgr. / 2 Executive) / Receptionist 1 |   **Suntara Cosmetics Pvt. Ltd. (Ahmedabad) – 1 Manager**  **European Perfumes Works LLC, UAE** - 1 Manager / 3 Executive / 1 Receptionist  **Suntara Cosmetics Pvt. Ltd. (Chennai)** – 1 Sr. Manager / 3 Executive / 1 Receptionist |   **Key Result Areas:**   * Handling greenfield project of Solar Furnace Glass Project * Spearheading HR & Admin functions, Statutory / regulatory compliance that meets the HR / legal requirements of both India and UAE operations * Leading end-to-end HR Operations, Industrial Relations and Administration; implementing effective HR Strategy in alignment with the vision and the business plan of the organization * Restructuring the organisation at the group level and enabling centralization / decentralization of functions * Facilitating strategic development of organizational structure and deciding organizational design of the company in line with the business plan; establishing a performance-based culture and implementing high performance work system * Steering financial planning and budgeting, as per the manpower requirement * Establishing clear KRAs / KPIs for functional heads in line with business requirements and enable alignment * Managing performance appraisals of HODs and evaluating them impartially, providing constructive feedback and counselling to the HODs when required * Analysing manpower requirements including permanent and contract manpower; working towards optimization at all locations and implementing an effective manpower budget, monitoring within the budget limits at all locations * Conceptualising and implementing the HR MIS and ensuring implementation of the same across the country at various sites * Facilitating talent acquisition across all levels and functions based on business volumes, PAN India & UAE * Benchmarking the Compensation & Benefits in adherence with market best practises * Formulating and implementing annual budget; streamlining HR processes and systems to enhance customer satisfaction * Managing inward and outward business transition and monitoring its impact on human capital structure of company * Implementing the new appraisal system globally to empower employees; developing internal mechanism for Training Need Analysis and ensuring effective implementation of training calendar * Steering management of automation tools and MIS (both conceptualised and developed internally) * Emphasising on Talent Management for high potential resources and creating pipeline for future expansion plans * Ensuring adherence to compliances for the organisation across India & UAE * Steering capacity expansion from the view point of HR functions and statutory compliances * Addressing legal issues and recommending corrective action so as to reduce the risk * Conceptualising implementation of mass retrenchment, minimising the legal exposure for company * Supervising IR and Legal issues PAN India (including Union Settlements/ Legal Cases/ Enforcement Agency Conciliations) * Administering operations of greenfield projects at any locations; obtaining all NOCs & ensuring adherence to all statutory requirement for new greenfield project, managing all documentation & liaison for FDA, EOU, GMP & all ISO Certifications   **Significant Accomplishments:**   * Successfully **implemented new Payroll & HRMS Systems** in organisations * Successfully **completed wage settlements** of Staff & Workers * Reduced manpower & saved costs **through revise chart** based on the **Time & Motion Study** * **Designed the PMS System** and implemented the same into Software with the help of IT Dept. * Skilfully **converted all the documents** onto the Digital Platform, adhering to GMP & Other regulatory requirement * Developed and implemented **innovative retention strategies in Troikaa** * Partnered with HRIS, payroll and IT to deliver compensation programs for **over 2400 staff members in Troikaa**, including end-to-end management of appraisal, annual bonus cycles and project incentive plans * Identified external agency for **Leadership Assessment Programme** for key hiring’s to enable right hiring at the first * **Saved up to 50% Talent Acquisition Budget** by way of hiring employees through various other means of recruitments & re-negotiation of terms with consultants * **Initiated for PF - PMRPY benefit** & many schemes under the welfare labour fund to organization * Accountable for all group company payroll & all cost saving project and **ensured 99.9% accuracy & timely delivery** * Successfully closed statutory inspection like **PF/ ESIC / Factory Inspection** * **Redesigned HR SOPs manual** for effective implementation of various HR processes leading to quick, fast and smooth departmental functioning as well as to meet expected results * **Designed Assured Emolument Plan (AEP)** for set category of employees for their long term association with organization as well as extending them future career roadmap * **Successfully completed two green filed projects** * **Implemented IMS in Suntara Cosmetics Pvt Ltd** * **Played key role for FDA, GMP & Prohibition approvals, and products approvals.**   **Previous Experience**  **Oct 2006 – Aug 2009: Dyota Numandis Pharmaceuticals P. Ltd., Ahmedabad as Deputy Manager - (HR & Admin)**  **Jan 2004 – Aug 2006: Industrial Jewels Pvt. Ltd., Bhavnagar as Executive (Personal & Administration)**  **Jun 2003 – Dec 2003: Suraj Filament Pvt. Ltd., Bhavnagar as Personnel Assistant**  **IT Skills**   * MS Office Suite     **Personal Details**  **Date of Birth:** 29th April 1980  **Languages Known:** English, Hindi & Gujarati  **Address:** C1-305, Vrundavan Apartment, Nandan Park, Besides Nandeshwar Mahadev Temple, Bopal, Ahmedabad -380058 | |