

RESUME

PIYUSH TRIPATHI

Mobile No.: +91 – 9235556066

E-Mail: hrd.piyush@gmail.com

Address: Lane No. 08-B,
59/2, Mahamanapuri Colony
B.H.U., Varanasi-221005

PROFILE SNAPSHOT

- A vibrant performance-driven professional with 15 years of rich combined expertise in Operations with key focus on profitability & optimal utilization of resources.
- Strategy architect credited with implementation of innovative path-breaking initiatives to streamline processes and capitalize on organizational growth opportunities.
- Outstandingly successful in managing end-to-end HR processes at different levels in a matrix structure and ensuring risk & compliance for the business.
- Proficient in spearheading talent acquisition & employee relation activities and setting priorities for improving the competence of the work-force.

EXPOSURE: SAP HANA, HCM, ESS/ MSS, Manpower Planning, Manpower Acquisition, Strategic Planning, HR Analysis, Organizational Development, Induction Training/Orientation, Employee Data Management, Training & Development, Negotiations and Salary Fixation, Performance Management Systems, Attrition Analysis, Surveys, MIS, Employee Engagement, General Administration, Employee Life Cycle

ORGANIZATIONAL EXPERIENCE

- Presently working as **DY. ADMINISTRATIVE OFFICER (HRD)** since **06TH AUGUST 2018** with Tata Memorial Centre, an Autonomous Institution under **DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA.**
 - Responsible for end-to-end Employee Life Cycle viz Recruitment & Selection of Permanent, Adhoc & Contractual Staff,
 - Responsible for planning and facilitating Induction, Development and Career Progression of new joinee
 - Responsible for facilitating Payroll/ Salary Process, Leave Management for over 2000 employees (Onroll + Offroll),
 - To ensure Service Record for all staff is timely updated and maintained.
 - Ensuring regular Performance Assessment, Annual Increments etc.
 - Timely processing of Retirement benefits and Final Settlement with the Organization.
 - Ensure proper Medical Benefits are facilitated to staff,
 - Initiating proper and timely Disciplinary action against the erring staff
 - Responsible to address queries under Right to Information (RTI) Act.
 - Responsible to address queries from Parliament/ Ministries/ Hon'ble MPs
 - Responsible for Performance Assessment and Development of Students & Staff
 - Instituting change-management practices in the organization, including organizational restructuring, steering competency development and talent management initiatives in the organization
 - Canteen Management.
 - Supervising contract negotiations & Ensuring the Tendering Process as per Government of India Rules.
 - Ensuring Statutory Compliance including PF, ESI, BONUS, GRATUITY etc. are in place.

- Full fledged ERP driven modules for Employee Services.
- From 16th May'2015 to 31st July'2018 as **SENIOR MANAGER-HR & TRAINING** with "**ORGANIC INDIA**".
 - Ensuring development & deployment for OI comprising organization values, mission & visions.
 - Playing a key role in integrating policies & systems, policy developments & deployments and communication management.
 - Determining directives; advising department managers on company policies regarding equal employment opportunities, compensation, and employee benefits.
 - Contributing in preparing budget for Human Resource Operations.
 - Formulating strategic annual business plans and conducting business performance / monthly & quarterly reviews; collaborating with senior management for successful manpower planning, resourcing and deploying expansion/right-sizing activities within the organization.
 - Documenting critical reports for top management on attrition analysis, engagement surveys, competencies & skill matrix and succession planning for the talent.
 - Bringing proposals and implementing Training & Development & OD interventions planning, organizing & executing the same.
 - Contributing in conducting & managing training programs on 5S, Safety.
 - Planning, organizing and executing yearly projects such as performance management system and training & development activities within defined time frames.
 - Statutory Compliance
 - Functioning with SAP Modules (ERP) across all services.
 - To ensure Congenial Industrial Relations
- From 14th Nov'2013 to 31st Jan'2015 as **DY. MANAGER** with "**SAHARA INDIA**".
 - Disciplinary Actions as per Conduct, Discipline & Appeal Rules
 - Legal and Statutory Compliance e.g. EPF, ESI, MWA, EE, Bonus, PT etc.
- From 03rd Nov'2011 to 31st May'2013 as **ASSISTANT MANAGER-HR** with "**MAHINDRA HOLIDAYS & RESORTS INDIA LIMITED**".
 - Supervising staffing, recruitment, induction program, , discipline, policy & procedures and retirement Programme for employees.
 - Developing & deploying competency based interviews.
 - Conducting monthly reviews with Business Managers, Job Descriptions & job specifications filtering & improvements.
 - Conducting analysis of systems & reports such as employee engagement surveys reports, town halls feedback, KPI reviews, Open Forums (Feedback & Review).
 - Maintaining employee relations through proactive contact with employees on real time basis.
 - Supervising Training, Development and new hire orientations.
 - Drafting reports and presentations on HR changes for senior management (Business Review Meetings with KPIs.)
 - Statutory Compliance
 - To ensure Congenial Industrial Relations
- From 03rd September'2009 to 31st October'2011 as **MANAGER-HR** with "**MUTHOOT GROUP**".
 - Playing key role in recruitment, interviews, tests, and selecting employees to fill vacant positions
 - Negotiation & Salary Fixation.

- Planning and conducting new employee orientation to foster positive attitude toward company goals.
 - Interfacing with senior management on strategic planning of manpower (actual vs. norms).
 - Analyzing & managing company's short term, medium term & long term talent requirement.
 - To ensure Congenial Industrial Relations
- From 04th May'2005 to 28th August'2009 as **MANAGER-HR** with "**CASHPOR GROUP**".
 - Acting as a catalyst for effectively resolving business challenges by partnering with staff and management on HR concerns.
 - Sending the MIS report to head HR on daily basis for manpower planning, recruitment, induction, exit interviews, Trainings & Events.
 - Administering salaries payouts.
 - Ensuring formulation and executing coaching & mentoring on several modules such as communication skills, nurturing skills, business etiquettes & stress management training modules for senior level management.
 - Documenting & analyzing the feedback of all trainings.
 - Helping employee with the benefits of GPA and Medi-claim insurance policy.
 - Issuing health card to employees.
 - Statutory Compliance
 - To ensure Congenial Industrial Relations

ACADEMICS DETAILS

PROGRAM	COURSE	DURATION	INSTITUTE
MBA - HR	FULL TIME	2003-2005	BANARAS HINDU UNIVERSITY, VARANASI
B.SC. (MATHS)	FULL TIME	1999-2002	BANARAS HINDU UNIVERSITY, VARANASI

PERSONAL DETAILS

Date of Birth : May 10, 1982
 Gender : Male
 Marital Status : Married
 Languages Known : English, Hindi

DATE: 20/12/2021

(PIYUSH TRIPATHI)