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RESUME

A result oriented professional with rich experience in Operational delivery of HRM, Administration & Business growth activities, which have delivered strong ROI & supported corporate concerns

OBJECTIVE

- To seek professional enhancement in HR & Administrative Management.
- To leverage executional and operational skills/experience to Organizational advantage

PROFILE OVERVIEW

- Design, develop & implement HR strategy ,policies and processes aligned with organisational philosophies & business plan
- Internal & External communications, Employee engagement & people development.
- Growth mindset to make bold decisions /recommendations under pressure and fast pace.
- Optimisation & collaborative use of resources with other verticals in sync with core business goals.

Human Resource Management

- Design, roll out, monitoring & control of HRM initiatives/activities, which effectively communicate & support the Organisational mission and strategic vision.
- Provide overall leadership & guidance to the HR functions by overseeing talent acquisition, nurturing, talent development & retention organizational culture succession planning training leadership development, compensation, performance management, employee engagement, welfare, counseling, grievance handling & disciplinary proceedings.
- Function as a strategic business advisor regarding key organisational and management issues.

Administration

- Drive delivery strategy to improvise processes to achieve more efficiency.
- Build organisational culture of continuous improvement and superior customer service, internal and external.
- Driving service contracts, supervision and monitoring of services render against mutually agreed contractual obligations/SLAs.

Procurement/Vendor management

- Direction and management of vendors/service providers for catering and canteen, transport and travel, housekeeping and horticulture.
- Monitor procurement, purchase and issue of office contingency, stationary and other admin items to meet internal and external customer requirements.

Team Management

- Empower the team to challenge the status quo, make recommendations, experiment and adapt, so that the business and they can grow together and make a great business, better.
- Translating the organisational strategy and goals into a functional strategy and providing leadership for learning and implementation.

Teaching/Instructional dimensions

- **2007 & 2008** Research paper titled “Tele Marketing Brands to Women Consumers : Driving Force of Strategy “ and “Effective Communication :A Tool to Enhance Performance” published in the journal of ICFAI university Press, Hyderabad and Management Development InfoTech ,Sharda Group Institution, Agra.
- **2004-2008** Visiting faculty for two Institutes both AICTE approved and affiliated to UPTU Lucknow. Subjects taught, HR, Marketing, Promotional Strategy, communications and employability training to about 720 participants studying for the award of MBA/BBA Degree.
- **2005** A case titled “Core Competence in Advertising : Ethical Responsibility V/S Profit Pressure” was shortlisted in a national CSR Case Writing Project, proposals for which were called by the AICTE in collaboration with UNDP & CII
- **1992-1995** As a Flight Lieutenant served as a Trainer & Instructor at the prestigious Air Force academy, Dundigal, Hyderabad for Officer Cadets (both Ladies & Gentlemen about 2000 in number) for Management , HR & Communication skills

Training Operations & Delivery

- Drive the existing delivery strategy to improve the Training/L & D processes to achieve more efficiency and implement changes where necessary.
- Reviewed efficacy of Training & methods for Training Need Identification in consultation with HODs and leadership team and Analysis after acceptance.

FUNCTIONAL & BEHAVIOURAL SKILLS / COMPETENCIES

- Sensitivity to diversity and inclusion for problem identification and solution, collaborate with stakeholders to develop and leverage relationships to impact business.
- High analytical ability to remove barriers, resolve conflicts and to move ahead faster.
- Impeccable integrity and self start orientation
- Ability to think and act strategically , aligned to business goals , steering HR & Administration as a business partner

PROFESSIONAL/ ACADEMIC QUALIFICATIONS

- 2021.** Certification in Applied Behavioural Science from Ogilvy Consultancy
- 2021.** Certification in Fintech from Barclays
- 2021.** Certification in Creative Leadership from the Cannes Lions School
- 2021.** Certification in Behavioural Economics from Ogilvy Consulting
- 2021.** Certification in Inclusive Leadership from the University of Colorado
- 2020.** Certification in Communication Strategies for a Virtual Age from the University of Toronto
- 2020.** Certification in High Stakes Leadership: Leading in Times of Crisis from University of Michigan.
- 2020.** Diploma Programme in Strategic Management by International Business Management Institute, Germany
- 2020.** Certification in Communication & Interpersonal Skills @ Work by University of Leeds .
- 2017.** Certification in Management Consultancy under the aegis of Ministry of Science & Technology, Govt of India , at their Consultancy Development Centre in New Delhi.
- 2016.** Certification in HR Consultancy under the aegis of Ministry of Science & Technology, Govt of India, at their Consultancy Development Centre in New Delhi.
- 2015.** Certification as Lead Auditor for Integrated Management Systems by IR CLASS , accredited by National Accreditation Board for Training & Education
- 2012.** Certification as IDP (Individual Development Plan) Champ and Internal Faculty/Trainer from International Management Institute, New Delhi
- 2009.** 24 week full time residential ex GMP at IIM Lucknow
- 2003.** MBA (HR & Marketing)
- 1983.** MA (Economics)

EXPERIENCE STACK

April 2021 onwards: Sparkspot talent management services private limited, senior consultant –HR Transformation (people advisory services)

- Learning from and contributing to mature ,knowledge –driven organization
- Focus on the operational business domains of green and brown filed projects, New investments, Business growth, turn around strategies, capacity and skill building ,Leadership coaching, Change advocacy transformation

November 2019-June 2020: Deputy Registrar and OSD, Sharda University, Greater Noida

- Develop a compressive deliver model of the university's education and enrich student's experience and learning
- Organise academic and administrative services and resources allocated to maximize benefits to the university
- Disciplinary control over staff and employees of the employees and service matters such as appointments, promotions, retirement, grievance handling, sanction of leaves for both teaching and non teaching employees.
- Contribute to the strategic corporate planning process to meet the mission and vision of the university

October 2018-September 2019: Head Administration, Indian Institute of Management Lucknow, Noida Campus

- Responsible for all HR & Administrative activities including infrastructure & Estate Management coordination, Management of vendors to ensure quality and transparency in the process & complying with timelines & standards
- Responsible for management of activities of Transport, security ,Stores and purchase, students Hostels & Facilities maintain liaison between the institute and external authorities
- Interacting with various departments, faculty and students to understand expectations and resolve grievances related to academic and administrative activities.

February 2016-June 2018: Director, International Road Federation (IRF) a Geneva Headquartered think tank on sustainable mobility & road safety. Besides HR and Administration, major focus on:

- Disseminating knowledge and best practices- workshops, programmes & conferences
- Providing Global Networking platforms-to partner & collaborate at Events organized
- Influencing policy-Participation in working groups, Economic Commissions, Public Consultations

March 2010 – January 2016: Head Business Administration, Vedanta Aluminum Limited a Metal Manufacturing & Power Generation vertical of a diversified multibillion USD MNC. Extensive exposure to HRM Leadership with focus on:

- Customer centricity
- Coping with pressure and challenges
- Cost rationalisation
- Conflict Management
- Change and Quality of Life enrichment

June 1984 to January 2010: Indian Air Force. Obtained voluntary premature retirement, select grade Wing Commander. Major focus on HRM, Administration, Communication, Training & Development.

- Selected for Command assignment thrice , at Ambala , Kanpur & New Delhi
- Experience of Inspections and audits with a selection based tenure in the prestigious Directorate of Air Staff Inspection (DASI) at Air HQs Vayu Bhavan.
- Trained and qualified by the Defense institute of Psychological Research as an assessor/ recruiter for Officer candidates at Service Selection Boards for Defense services
- 2007, 2000, 1996 – Commended by the Chief of the Air Staff and Air Officers' Commanding

INTERNATIONAL EXPOSURE

- Member of Indian Contingent for UN Relief & Rehabilitation , Kabul, Afghanistan
- Staff of Defense Attaché , Embassy of India (Russia & France)

PERSONAL DOSSIER

- Language Proficiency: Fluent in reading, writing and speaking English & Hindi. Speak fluent Urdu & Punjabi
- Gender: Male