



Santosh Kumar Sahu

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Current Location: - Raigarh, Chhattisgarh

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Profile Summary

A dynamic **HR & IR professional** with 12+ years of exposure to various HR&IR processes namely **Talent acquisition, Payroll & Salary Administration, Industrial Relation, Union Management, Contract Labour Management, Disciplinary procedure, HR Audit, Project site appraisal (EC, CTE, CTO, Building approval, Fire NOC), Learning and development, Performance Management, Employee Relations and statutory obligations**. Have exposure to **Plant** as well as **corporate HR function**. Have worked in varied Industries like **Textile, Readymade Garment, Media and Cement**. Have seen different cultures **Promoter driven & Professionally managed**.

Jindal Panther Cement, Raigarh-CG | Oct – 2023 to Present

- **Talent Acquisition & Employee Establishment** – Handling end-to-end employee life cycle management (Hiring to Retirement), Managing SAP Success factor. Sourcing, Screening, Conducting interviews, Issuing LOI, Joining Formalities, Induction Process and Exit management.
- **Learning & Development:** - TNA, Training Calendar, Implementation of Training Programs, Training Feedback, Effectiveness of Training.
- **Employee Engagement:** Coordinate and execute Townhall Meeting, Panther Star Awards, conduct regular employee connect sessions, conduct annual employee engagement survey, Get together etc.
- **Performance Management:** Contribute to setting the KRA/Goals for company success by serving as a PMS coordinator for Raigarh Plant & Delhi Office.
- **Compensation & Benefit:-** Handling GPAI, GHP, GTLI for all Cement business employees, Annual Health checkup.
- **Statutory Compliance:** - Ensure and maintain all statutory compliances in respect of all labour laws (i.e. CLRA, BOCW, ISMW, Drawing Approval, PF, ESI, WC, Bonus, Gratuity, Industrial Dispute, Minimum Wages, Payment of Wages Act etc.).
- **Contractors Compliance:** - Ensure timely submission of statutory returns, Contractor's registration and license, CL Gate Pass, Safety Induction training, Disbursement of wages and other statutory dues Bonus, EL and ensure provision.
- Ensure availability of welfare measures as per Factories Act.

UltraTech Cement Ltd, Patna & Lucknow | Jun – 21 to Oct – 23

Looked for smooth functioning HR & ES process for Brown field project:

HR- Talent Acquisition (IRS & External), PMS, Poornata Administration, WFA Transaction, Position Management, Salary Administration, Employee Engagement & Grievance Handling.

ER- Contract Labour Management, Project Site Appraisal, Factory Approval, Employees Relation, Statuary Obligation and Welfare facilities for Contract Labour.

Administration- Ensure facilities for project employees: Transportation, Guesthouse, Canteen, Get-together & Tie-up with PHC for Vaccination.

Work Experience



Jindal Panther Cement, Raigarh (CG)

Role: Lead HR & ES (IU-Green Field Project)

Deputy Manager (Lead HR & ES)

November – 2023 to present



UltraTech Cement, Lucknow (UP) & Patna (BH)

Role: Brown Field Project Incharge (HR & ER)

Tenure: 2 Years 5 Months

Assistant Manager (HR & ER Project)

June – 2021 to October – 2023



Den Network Ltd, (Reliance Jio), Delhi

Role: HRBP (Compliance Manager)

Tenure: 1 Year 3 Months

Assistant Manager (Corporate HR)

Mar– 2020 to June – 2021



Grasim Bhiwani Textile Ltd, Bhiwani (HR)

Role: IR Incharge for Spinning Unit

Tenure: 7 Years 10 Months

Senior Officer –Industrial Relation

July – 2017 to Mar – 2020

Officer- Industrial Relation

May – 2012 to June – 2017

Key Skills

- Manpower Planning
- Manpower Optimization Study
- Time Motion study
- Environment Clearance (CTE, CTO, NOC)
- Factory Registration (Plant Layout, Fire NOC)
- Registration of S&E, LIN, PF, ESI, RC-CLRA,
- Statutory Compliance
- Talent Management
- Compensation & Benefits,
- Payroll & Time Administration
- Learning and Development
- Performance Management
- Employee Engagement
- HR MIS, HR Audit
- Implementation of SAP Success Factor

Den Networks Ltd, Delhi | Mar – 20 to May – 21

Worked as HRBP and responsible for Talent Acquisition for PAN India Locations, Salary administration, HR Audit, Statutory compliances (PF, ESI, LWF, BOCW & PT), Exit Management, Contractor Labour Management, Shop & Establishment Registrations, implementation of SAP- Success factor Administration of Mediclaim, GPAL, & GTLI for 13K+ employees, PMS & Employees Engagement

Grasim Bhiwani Textile Ltd., Bhiwani | May –12 to Feb– 20

• Cordial Industrial Relation

- ✓ Provide valuable feedback to GM (IR)
- ✓ Keep and touch with workmen, shop floor supervisors & Union representative and attend their family program.
- ✓ Maintain healthy relation with local govt. officers & local police.
- ✓ Managing house allotment process, loan & advance administration
- ✓ Conducting monthly meeting with Union & Workmen representative.
- ✓ Conducting communication meeting with shop floor workmen & supervisors and resolve the grievances on the spot.
- ✓ Initiating disciplinary action for absconding & misconduct as per standing order.

• Manpower Planning

- ✓ Participated manpower optimization study with NITRA & NPC.
- ✓ Conducting manpower requirement evaluation for preparing manpower budget for entire plant.
- ✓ Discussion with concern HOD's for daily deployment as per budgeted manpower and justification of extra deployment.
- ✓ Scheduling meeting with Workmen & Union Representative for implementation of manpower study by NITRA & NPC.

• Attendance & Payroll Administration

- ✓ Daily attendance verification for Permanent as well as Contractual Workmen (Time & Piece Rate).
- ✓ Ensure Monthly wages payment, Incentive payment, Advance payment PF & ESIC Challan submission on time.
- ✓ Prepare monthly payment mis for cost booking and comparison with monthly budget.

• Statutory Compliances

- ✓ File all statutory returns i.e Half Yearly, Annual, ER-I, ER-II, Festival Holiday, Bonus Return, Ensure CLRA compliance, PF & ESI Challan, Leave with wages calculation, Food basket survey, Living wages calculation, Minimum wages payment, SA, OHSAS, ISO Audit, Buyer Audit etc.

Professional Qualification

Master of Business Administration (Human Resource)

Guru Jambheshwar University of Science and Technology, Hisar, Haryana

Bachelor of Commerce | Accounts & Auditing

Maharshi Dayanand University, Rohtak, Haryana

Technical Qualification

DICA (Diploma in Computer Application)

TATA-InfoTech, Bhiwani

Highlights & Key Achievement

- Nominated as champion for implementation of **GPS 411** at JPC
- Successfully implemented **SAP Success Factor** at JPC
- Awarded "**Best Location HR Award**" from CHRO- UltraTech.
- Received appreciation certificate for **HR & ES Support** in successful completion of **Brown Field 2.5MTP project** at Patna.
- Appreciation received for implementation of **SAP-HCM at Grasim**.
- Certified Recruiter from **Naukri Maestro Recruiter Program**
- **Certified IMS Auditor** from **SGS**
- Participated as Management coordinator in **2 LTS & 1 Bonus Settlement** at Grasim.
- Successfully **Migrated attendance and payroll software** at Grasim.
- Successfully Completed **Workload settlement** as suggested in **Manpower optimization study** at Grasim.
- **Successfully implemented Biometric Attendance System** for Permanent & Contractual workmen at Grasim.

IT Skills

- Proficient in MS-Office (Advance excel Macros, Pivot Table, VLOOKUP, HLOOKUP, Conditional Formatting, PPT)
- SAP HCM, CLMS-Scrum, Relyon Soft
- HRIS, IHRMYHR, Kronos, People-Soft

Strengths

- Adaptability and team work skills
- People oriented and problem solver
- Positive attitude and goal oriented
- Self-Motivated and stress tolerance
- Good listener and quick learner

Personal Information

DOB: 25.03.1988

Languages: Hindi, English

Marital Status: Married

Permanent Address: VPO-Banahappa, Dist.:-Hazaribagh- 835301 (Jharkhand)

I hereby declare that the information furnished above is true to the best of my knowledge.

Santosh Kumar Sahu