

# Shubhlash Tiwari

## HR Professional



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Jabalpur, Madhya Pradesh



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A result-oriented professional with **over 17+ years of experience** in **HR Operations, Industrial Relations, and HR Policies & Procedures**, targeting senior assignments in HR Operations with a reputed firm, preferably in Madhya Pradesh or Nagpur



### PROFILE SUMMARY

- ❖ A **people-oriented HR Professional with vast and proven experience in HRM** including Operations, Recruitment, Performance Appraisal, Compensation, Training and development, Policy Procedures, Employee engagement activates, General Administration and Personnel Management, ISO Auditing and Employee relation
- ❖ Received appreciation letter from Management and clients for **introducing “Employees of day-to-day interaction and coordination”**
- ❖ Successfully **designed and execution of Policy of Work from Home, Incentive Policy for marketing and support staff during COVID**
- ❖ **Strong and proven experience in developing and implementing appropriate Industrial HR policies and procedures** to enhance efficient and effective HR operations and delivery of services within areas of responsibility
- ❖ **Expertise in partnering with business leaders in assigned service areas for ascertaining talent needs, business strategy and manpower projections, hiring candidates using cost-effective techniques**, resource management, driving the culture from top to bottom approach, establishing strong feedback system
- ❖ Showcased excellence in formulating and implementing **lean management process & 5S in the plant (zone identification, zone leaders, red tag, implementing 5S process)**
- ❖ Key skills in designing & executing new policies such as **Hire to Retire, HR Policy, P.M.S., Leave Policy, Incentive Policy, Travel & Conveyance, Employee Gift, Vehicle Usage, Safety Policy**
- ❖ **Performance Management: Monitoring and supervising end-to-end Performance Management** from department objectives setting to implementation of Performance appraisal and reports
- ❖ **Highly skilled in leading Payroll functions and processing all aspects of the payroll** while ensuring accurate and timely payment of employees while adhering to payroll policies, laws, and regulations.
- ❖ **Excellence in implementing and monitoring compliances pertaining to Labour Laws and Pollution Control Board;** strong exposure in managing compliance within the business in accordance with policies and guidelines
- ❖ Highly capable of analyzing and directing all **functional related activities within the scope of the HRMS**

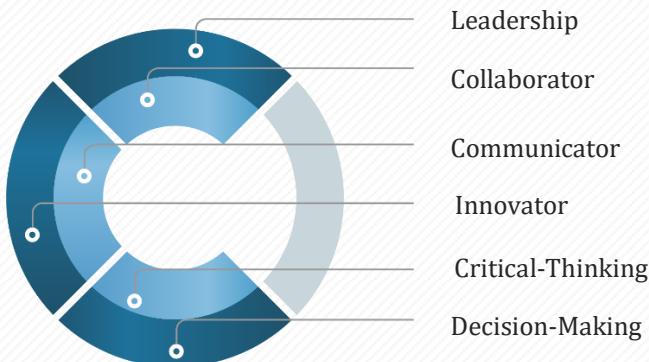


### CORE COMPETENCIES

- HR Operations
- Talent Acquisition & Management
- Performance Management
- HR Policies & Procedures
- Payroll Management
- Industrial Relations
- Employee Engagement & Welfare
- Audits & Compliance
- Grievance Management



### SOFT SKILLS



### EDUCATION



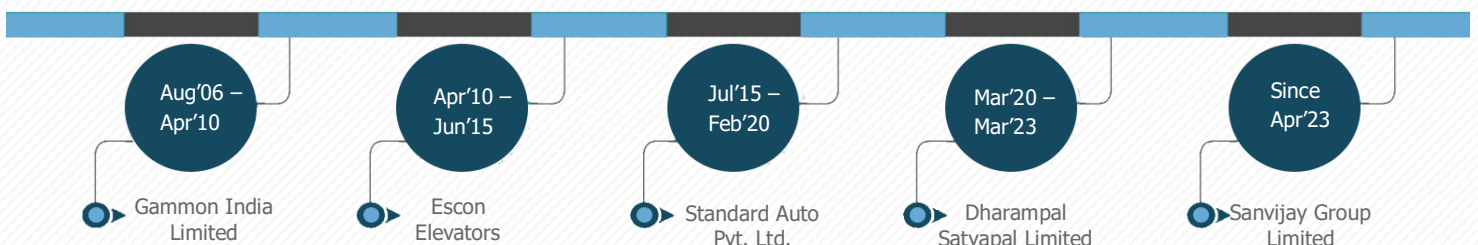
MBA in HR from SKMU in 2011



B.Sc.



### CAREER TIMELINE



## WORK EXPERIENCE

**Since Apr'23 with Sanvijay Rolling and Engineering Limited, Nagpur as Group -HR Corporate & Plant**

### Key Result Areas:

- ❖ Collaborating with C-Suits to align organization's goal & strategy related to Recruitment, Induction, Training & Development, and retentions
- ❖ Maintaining knowledge of trends, best practices, regulatory changes and new technology in human resources and talent management facilitate change in policy, practice, and resources to top management
- ❖ Ensuring the ECG Statutory Compliance under Various federal Labour Act including PF, ESIC, Gratuity, EC, GPA, BONUS, MLWF, CLRA, BOCW, Factory Act, Shops & Establishment & Employment Exchange Board etc
- ❖ Steering efforts in Payroll management (Attendance, Leave, OD, OT, Salary) -SAP, Greyt HR for Plant having 1350 employees including Contract Labours, Union, FPW, Apprentice
- ❖ Ensuring compliance and Liaoning, Wage settlement with workers and union, Labours laws
- ❖ Ensuring the 100% Statutory Compliance under Various Labour Act including PF, ESIC, Gratuity, EC, GPA, BONUS, MLWF, CLRA, BOCW, Factory Act, Shops & Establishment & Employment Exchange Board & so on
- ❖ Obtaining & Renewing Licenses & NOCs on time including Labour License, BOCW Registration, Shop and establishment, Factory license, Pollution control board NOC (PCB), ESIC Registration, PF Registration etc.
- ❖ educates Workmen & PRW team on the benefits of BOCW, PF, ESIC etc. & encouraging them to become members of these
- ❖ Monitoring all necessary paperwork, employee communications, benefits maintenance, leave tracking, management reports, workers compensation claims, and return to work programs is completed
- ❖ Completing initial reporting, accident investigations, communication work restrictions, claim adjuster correspondence, tracking and claim review analysis for settlements
- ❖ Managing all training in regards with Communication/ PD / Product /and all other training as per the requirement of the organization
- ❖ Developing, updating, and communicating HR policies, procedures, and guidelines to ensure compliance with employment laws and industry best practices
- ❖ Formulating and executing a comprehensive HR transformation strategy aligned with the organization's overall strategic objectives
- ❖ Identifying and assessing areas for HR improvement and innovation, keeping up with industry trends and best practices
- ❖ Leading the design and implementation of new HR processes, programs, and initiatives to drive organizational efficiency, effectiveness, and employee experience
- ❖ Engaging and influence key stakeholders, including senior leadership, HR teams, and employees, to build support and drive successful transformation initiatives
- ❖ Streamlining and standardizing HR processes to increase efficiency, eliminate redundancy, and improve service delivery
- ❖ Providing guidance, coaching, and support to team members to foster their professional growth and development
- ❖ Formulating & benchmarking functional best practices to focus on development of capabilities to meet present and future goals and mission set by the organization
- ❖ Partnering with departments and business units to identify gaps in employees' corporate competencies, and recommending solutions to close these gaps
- ❖ Directing the performance process across the business, including development and implementation of a performance-based pay system for salary increases

**Mar'20 – Mar'23 with Dharampal Satyapal Limited, Noida as Deputy Manager- HR**

### Key Result Areas:

- ❖ Engaged in Manpower Planning, Recruitment & Selection, Training & Development, Talent Acquisition, Labour Laws & compliances - PF, P.T., Payroll Management, Employee Grievances, Onboarding, Induction, Performance Management
- ❖ Steered efforts in Vendor/ PRW management (Related to Renewal of Agreement/ WO, Monitoring & follow-up for Statutory Compliance & IR Issue)
- ❖ Educated Workmen & PRW team on the benefits of BOCW, PF, ESIC etc. & encouraging them to become members of these
- ❖ Ensured the submission of applicable returns on time through Sharm Suvidha, Mahaonline & Employment Exchange Board portal including Bonus, Annual CLRA Return and ER-1 Return & so on
- ❖ Designed & executed new policies including HR Policy, P.M.S., Leave Policy, Incentive Policy, Travel & Conveyance, Employee Gift, Vehicle Usage
- ❖ Managed the Payroll of 5 units close to 1250 employees for geographies such as MP, CG, UP, MH and Delhi

## PREVIOUS EXPERIENCE

**Jul'15 – Feb'20 with Standard Moto Corp Pvt. Ltd., Jabalpur as Group HR & TDM**

**Apr'10 – Jun'15 with Escon Elevators, Mumbai/Delhi as Asst. Manager- HR- Recruitment/Generalist**

**Aug'06 – Apr'10 with Gammon India Limited, Mumbai as Sr. Executive - HR/IR**

## PERSONAL DETAILS

**Date of Birth:** 1st September 1984

**Languages Known:** English, Hindi and Marathi

**Address:** H. No. 380, Mansarovar Colony, Adhartal Tiraha, Jabalpur