

Viraj Mandalia

People Development Partner

Adani Capability Centre

Mail ID: virajnmandalia@gmail.com

Mobile No: +91 7600098979

Website: virajmandalia.live

Linked In: [Viraj Mandalia - LinkedIn](#)

Profile Summary:

Accomplished and result-driven HR professional with over 13 years of progressive experience in strategic human resource management, people development, HR analytics, and operational excellence across multiple industries. Currently positioned as Associate Manager – People Development Partner at Adani GCC, with a proven track record of successfully delivering high-impact HR solutions that drive organizational performance, employee engagement, and business transformation. Possesses strong analytical acumen with advanced skills in Power BI, Oracle HRMS, and HR MIS development, enabling actionable insights and strategic workforce planning. Experienced in handling complex employee relations and industrial relations (ER & IR), compliance management, and risk mitigation in high-stakes environments.



Professional Skills:

- Compensation & Benefits
- HR Analytics
- Strong Communication
- Digital Agility
- Performance Management
- Talent Management
- Execution Excellence
- Relationship Building
- Team Management
- Stakeholder Partnering

Accomplishments:

Associate Manager – People Development Partner @ Adani GCC – Ahmedabad

June 2018 to till date

- Act as a Strategic HR Partner to business leaders, providing consultative guidance on people's strategy aligned with business goals. **Managing 2000+ headcount including contractual workforce spread across 10+ locations and 7 Key service delivery functions**
- Lead Talent Management initiatives, including succession planning, competency development, and high-potential identification and retention strategy.
- Oversee Learning & Development strategies to build capability and support continuous upskilling.
- Manage Change Management interventions to support business transformation and growth. **Leverage Lean Six Sigma model to drive process optimization and automation in day-to-day business**
- Leverage Data-Driven Insights for informed decision-making and performance optimization. **COE HR Analytics and MIS Reporting**
- Collaborate closely with Group HR teams to ensure alignment with global and regional HR practices.
- Ensure Compliance & Risk management in all HR processes, safeguarding organizational integrity.
- Conduct Unique Job Role Exercises for effective role clarity and job design. **150+ roles, 800+ Technical competencies and career path**
- Promote Execution Excellence and build strong relationships with stakeholders.
- COE Performance and Rewards. **Driving an annual appraisal cycle for Onroll and Contractual workforce**

Achievements so far:

- **HR Analytics:** Designed, created and implemented an interactive HR analytics dashboard in Power BI for the CPO and senior business leaders, enabling real-time, data-driven insights into the workforce and HR scorecard—resulting in faster decision-making, improved strategic alignment and enhanced visibility into key HR metrics across the organization.
- **HR Tech Implementation:** Led the implementation of key HR technologies including KRONOS (CLMS system) to onboard over 1,800 contractual employees, Comport for streamlined reward distribution and performance appraisals covering 2,000+ employees, and a Document Management System (DMS) to digitize employee records for 1,500+ personnel—resulting in enhanced operational efficiency, improved compliance, and data accessibility across the HR function.

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- **Process improvement and automation:** Led process improvement and automation as the Center of Excellence (CoE) for the annual budget exercise by designing and implementing a budget calculation automation tool. This solution significantly enhanced data accuracy, speed, and efficiency across budgeting workflows. Additionally, supported business SPOCs in replicating the tool within their respective units. The automation initiative was formally recognized by the central automation team for its enterprise-wide impact.
- **Change management and transformation:** Identified and transitioned 30+ operations processes and 100+ sub-processes to a shared service center as part of a strategic transformation and capability-building initiative. Additionally, centralized Talent Acquisition (TA) operations to drive process improvements and operational efficiency—resulting in streamlined workflows, reduced redundancies, and enhanced service delivery across HR functions.
- **Post Acquisition HR Integration:** Managed HR due diligence and integration activities for multiple merger and acquisition (M&A) projects, including Holcim Shared Services transition, NDTV, and DMIHER. Have been part of end-to-end HR assessments, risk evaluations, and integration planning—ensuring seamless workforce alignment, compliance, and operational continuity across acquired entities.

Skill Enhancement certifications

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|-----------------------------|--|
| Job Evaluation Study | : Korn Ferry Hay Guide Chart – Profile Method |
| Process Improvement | : Lean Six Sigma Yellow Belt |
| Reward Study | : AON Certified – Reward Ready Programme |
| Analytics | : Power BI Certification |
| Oracle HRMS | : Global HR Explorer, Performance Goal Explorer, Compensation Explorer |
| Labor Compliance | : Code on wages 2019 & Presentation Skills |
| MS Office | : Advance Excel |

Previous Employment History

| | |
|-------------------------|---|
| Nov 14 to May 18 | Executive HR – KANEX Fire Solutions Pvt. Ltd. – Bhavnagar <ul style="list-style-type: none">• HR Policy and processes development and implementation• ER & IR Management at Plant Location• Compliance Audit and Assurance• People Operations MIS & Performance Management Process• R&R and Engagement initiatives |
| Jan 14 to Nov 14 | Manager HR - Jai Ganesh Auto Corp Pvt. Ltd. - Bhavnagar <ul style="list-style-type: none">• HR Generalist + Toyota certified Dealer Trainer |
| Jan 12 to Jan 14 | Sr. HR Executive Kataria Automobiles Pvt. Ltd. - Ahmedabad <ul style="list-style-type: none">• HR Generalist• Statutory Compliance & Audit• Learning & Development |

Education

| Degree | Institute | Board | Year |
|------------------|--|---------|------|
| MBA – HR | Gitanjali College of Management Studies, Rajkot | GTU | 2011 |
| BBA | Shree Chimanbhai Patel Institute of Business Administration, Ahmedabad | GUJ UNI | 2009 |
| Class XII | St. Xaviers Higher Secondary School, Bhavnagar | GHSEB | 2005 |
| Class X | St. Xaviers Secondary School, Bhavnagar | GSEB | 2003 |

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Personal Information

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|--------------------------------|--------------------------------------|
| Date of Birth: 4 December 1987 | Nationality: Indian |
| Marital Status: Married | Languages: English, Hindi & Gujarati |
| Present Location: Ahmedabad | Domicile Status: Gujarat |