

Viraj Mandalia

People Development Partner

Adani Capability Centre

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Linked In: [Viraj Mandalia - LinkedIn](https://www.linkedin.com/in/viraj-mandalia/)

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
- Digital Agility
- Execution Excellence
- Team Management
- HR Analytics
- Performance Management
- Relationship Building
- Strong Communication
- Talent Management

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

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 implementationER & IR Management at Plant LocationCompliance Audit and AssurancePeople Operations MIS & Performance Management ProcessR&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 GeneralistStatutory Compliance & AuditLearning & 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

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