

Jaydeep Baraiya

Sr. Manager – HR

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A distinguished career of 12.3 Yrs.' of experience in Talent acquisition, volume hiring, bulk hiring, complete recruitment life cycle from Fresher's to Leadership hiring. Apart from it having experience of Talent management, Change management, stakeholder management, Performance management, payroll, Leadership development, employee life cycle Management, career development, organization design & workforce planning.

Core Competencies

Talent
Acquisition &
Workforce
planning

Strategic
Planning &
Thought
Leadership

Performance
Appraisal

Compensation &
Benefits

Organizational
Change
Management

Stakeholder
Management

People
Management

Talent
Development
Framework

Performance
Improvement
Initiatives

Payroll
Management

Personal Details :

Date of Birth : 05-03-1989

Languages : English, Hindi, Gujarati

Address : Palava, Dombivali (East),
Mumbai.

Profile Summary

An accomplished Sr. Manager HR with 12.3 years in **Human Resources**, with a focus on **Talent Acquisition, HR Operations, Strategic Planning, Organizational Development** and **Change Management** across sectors such as **Technology, Telecom, Real Estate , Logistics & Oil & Gas.**

Led the HR Function as **Sr. Manager - HR** at Magenta EV Solutions, managing **Bulk Hiring & HR Operations** across various offices.

Cultivated a diverse skill set through various progressive roles, focusing on **HR Operations & Employee Life cycle** (Corporate Offices), **Corporate Governance, and Surveillance & Vigilance system** while ensuring alignment of Human Resources with overarching business Objectives.

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 periodic reviews and performance assessments while driving the culture from top to bottom approach.

Approachable leader with skills in bridging gap between Management & employees by resolving matters pertaining to **performance & development plans, conducted & resolved employee management issues, and policies within well-defined TAT.**

Exhibited strong leadership skills by nurturing a collaborative culture and high performance, while adeptly managing cross-functional teams to meet and exceed strategic objectives

Soft Skills



Notable Accomplishments:

- Led a comprehensive Organizational transformation at **Teksun Microsys Pvt. Ltd.**, drove a shift from traditional HR practices to a more strategic, business-aligned, dynamic approach that integrated HR Operations (Corporate Office & Plants), developed Surveillance & Vigilance (Plants & Project Sites), and Business Development (Infrastructure) functions.
- **Institutionalized** critical Organizational policies, including **attendance, performance assessments, and PIP procedures**, while driving consistency and Organizational alignment.
- **Formulated** and **executed comprehensive performance assessment frameworks** and skill development programs, while elevating workforce capabilities and performance outcomes.
- Led initiatives to mitigate risks, leverage company tools, and make high-judgment decisions, resulting in enhanced employee experiences.
- Partnered with business leaders to co-own people-related decisions, fostering a culture of engagement where employees felt valued and supported.
- Prepared and delivered executive-level presentations.

Work Experience :

Aug.-2024 to Nov.-2024, Magenta EV Solutions Pvt. Ltd. As Sr. Manager – HR (Navi Mumbai)

Highlights :

- End to end Hiring the BU wise manpower and completed within defined TAT.
- Candidate onboarding & off boarding.
- Prepared MIS for the board meeting.
- Involved in contractual staff migration from Manual to digital platform.
- Preparing HR Scorecard.
- Involved in preparing recruitment Budget.
- HR Analytics
- Managed a team of HR Operations and Talent Acquisition.
- Facilitated Leadership training.
- Design and execute attendance system for contractual staff.
- Design PIP Management.
- Employee exit and FNF.

May-22 to Aug-24 Teksun Microsys Pvt. Ltd. As Head HR & Talent Acquisition (Ahmedabad)

Highlights :

- Drive the end-to-end recruitment process, from sourcing and screening to offer negotiation and onboarding, ensuring a seamless candidate experience. Knowledge of strategic sourcing techniques and employer branding.
- Partner closely with senior leadership to understand talent needs and devise tailored recruitment plans to support organizational growth.
- Freshers hiring from Local Engg. Colleges.
- Stay abreast of industry trends and market intelligence to hire competitive, A skilled and diverse talent.
- Partner closely with senior leadership to understand talent needs and devise tailored recruitment plans to support organizational growth.
- Proven track record of success in strategic global talent acquisition, with the ability to drive results in a fast-paced environment.
- Conduct engagement sessions for the new Joiners for highlighting & acclimatizing them with the policies and practices
- Acting as a Single Point of Contact for all Business Stakeholders
- Successfully driven Pay roll Management and HR operations.
- Design and execute entire HR policy as per labour law.
- Design & execute Employee Engagement activities.
- Employee wellness program.
- Monthly, quarterly, Half yearly and Yearly Rewards & Recognition program.
- Performance appraisal
- Acting as a channel for implementation of Organizations strategy and policies, analyzing the impact of the same and reporting to the leadership team in HR about the ground level realities.
- Employee Grievance
- PIP Management
- HR MIS
- Career Development and enhancement

Dec.-2017 to Apr-22 Reliance Jio Infocomm Ltd as Area Head HR (Bhavnagar)

Highlights :

- HR Business partner for 800 (on roll + off roll) employees .
- Accountable for end to end recruitment & HR operations.
- Adhered HR operations as per defined TAT and achieved to achieve Zero Non-compliance.
- Managing 12 Jio Branch offices & 48 Jio Stores.
- Employees' query management on Salary, Medical insurance, PF Transfer, withdrawal, Gratuity etc.
- Training & development.
- Employee Life Cycle Management
- Attendance, Salary and reimbursement
- Succession Planning.
- Business Stakeholder management
- Rewards & Recognition
- Policy implementation & Employee query management
- Career development.
- Employee engagement activities.

Nov.-2014 to Dec.-2017 Reliance SMSL Ltd as Area HR Lead (BKC, Mumbai)

Highlights :

- Accountable for total ISP-OSP hiring, I&C Engineers, Backhaul engineers, NLD Engineers
- Accountable for Employee query management
- Employee Engagement activities
- Making MIS reports of recruitment and HR Operations
- Making Hiring approval summary and get it approved from HR Head
- SPOC for all 28 states and 4 Regions
- Making M.O.M. and publish to all Internal stakeholders (Weekly Geography meeting)
- Managing Settling allowance, Joining Bonus, Retention pay and Notice Period buyout
- Exit Interviews & formalities.

July,2012 to Nov.,2014 Reliance Industries Ltd. As HR Assistant (RCP, Navi Mumbai)

Highlights :

- Data entry of CVs in HRMIS
- Discussion with functional Heads to create the JDs
- Sourcing profiles from Job Portals, Employee referrals.
- Scheduling Domestic & International interviews (Tele. V.C. and F2F) with respective panel Members.
- Inserting Interview feedback in the database
- Facilitating for PEM, Ground transportation.
- Onboarding, Joining formalities, Induction arrangement
- Arrangement of initial 15 days for New joiners
- Walk in Drives at Baroda

Academic Credentials

Course	Specialization	Percentage/S.P.I.	Board/University	Year
M.B.A.	H.R.	70.30%	GTU	2012
B.Com	Commerce	58%	Gujarat University	2009
H.S.C.	Commerce	70.93%	G.S.H.S.E.B.	2006
S.S.C.	General	71.29%	G.S.E.B.	2004

28 Licences & LinkedIn Certificates :

1. XLRI Certificate on “Day to Day Labour Laws for HR Managers”
2. Having LinkedIn Certificate of “To become HR Business Partner” and “ Find and retaining Talent”
3. Goal Setting : Objectives and Key results
4. Strategic Human Resources
5. Coaching & Developing employees

References will be provided on request.

Ready to join on an immediate basis.