

## **SANDEEP KUMAR TIWARI**

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Dear Sir,

I came to know about the vacancy in your esteemed organization from reliable sources and wish to apply for the same.

I have **over 10+ years** of qualitative experience in Balance Score Card, Administration, Industrial Relations, *Recruitment, Selection & Development, Performance Appraisal, HR operation etc.*

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Best Regards,  
Sandeep Kumar  
7779091709

# SANDEEP KUMAR TIWARI

7779091709

E-Mail: tiwari\_sandeep90@yahoo.com

*Looking for Sr. Level Profile in HRM with an organization of repute*

## PROFESSIONAL SNAPSHOT

- ❑ **A competent professional with over 10 years of experience in Recruitment, Training & Development, Performance Appraisal, Balance Score card, Manpower Planning, Industrial Relations, Administration etc,**
- ❑ Adept at handling Recruitments, Manpower Planning, Performance Management System, Training & Development.
- ❑ A keen communicator with the ability to relate to people across all hierarchical levels in organization & building team spirit.
- ❑ Possess ability in contributing Human Resources as a Business partner to motivate people to achieve organizational objectives and goals.
- ❑ **Post Graduate Diploma in Human Resource Management (Human Resource Management & Industrial Relations) from Indian Business School in year 2015.**

## ORGANISATIONAL SUMMARY

Sept'23 – April'24	IBCC Industries India Pvt. Ltd	Manager	- HR/Admin
Mar'16 – May'23	Corrtech Group, Gujarat	Manager	- HR/Admin
May'14 – Feb'16	Maniratna Stainless Limited, Gujarat	Executive	- HR/Admin.

## CORE COMPETENCIES

### **Talent Acquisition:**

Worked **extensively on "MANPOWER PLANNING" ensuring** uninterrupted demand & supply of talent pool to business with right competency & source mix.

- ⇒ Facilitating competency-based hiring process for Division & Department level.
- ⇒ Maintaining pipeline for anticipated vacancies and database management.
- ⇒ Detailed briefing of the role & understanding of KPIs from day one to the new hires.
- ⇒ Induction on key policies & processes to new hires.
- ⇒ Gathering information regarding reasons for attrition and alerting the management in advance to ensure reduction in attrition rate

### **(PERFORMANCE MANAGEMENT SYSTEM)**

#### **Talent Management:**

- ⇒ Establish Role Clarity and Driving Performance Management System. (Setting up KRA-KPI)
- ⇒ Driving Performance oriented culture via monthly/quarterly KPI tracking and review.
- ⇒ Drive people's capabilities via regular performance and skills review.
- ⇒ Establish Reward & Recognition Framework.
- ⇒ Worked on a Special assignment on Job Description and Job Analysis of more than 800 employees at plant level.
- ⇒ **"Performance Management System"**
- ⇒ Coordinating implementation of increment, incentive & remuneration policies.
- ⇒ Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.

#### **Learning and Development:**

- ⇒ Training need identification & Training need assessment
- ⇒ Pre training & post training evaluation, Training feedback
- ⇒ Skill competency matrix
- ⇒ Training Need Identification.
- ⇒ Assisting in preparation of six monthly, annually training Calendar.
- ⇒ Assisting in training module preparation.

**Statutory Compliance:**

- ⇒ To ensure statutory compliance including contractors (Housekeeping, Canteen, Security, Civil Contractor) at Plant in all respects on time for avoiding legal damage or penalty.
- ⇒ Insure 100% Statutory Compliance, Register upkeep and updating under various legislations such as Factories Act 1948, Workmen compensation Act 1923, ESIC Act 1948, EPF Act 1952, Employees Gratuity Act 1972, Contract Labour Act 1970, Minimum wages Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965 and others.
- ⇒ Take necessary actions on the audit observation

**Employee Engagement:**

- ⇒ Ensure appropriate employee engagement practices that will assist in retention Effective internal communication & branding
- ⇒ Ensure that employee grievances / issues are managed and resolved speedily and to the satisfaction of both the employees and the management.
- ⇒ Ensure that the HR function is equipped with required skills to address the needs of the employees and the management.
- ⇒ Worked on reward and recognition system (Star of the week, Best employee of the year). Identified representative behavior anchors reflecting core values in day-to-day life and prepared a scale to identify and reward the role model employees

**Employee Relations:**

- ⇒ Provide a proactive HR consultation to people leaders on employee relation activities. Advising and coaching them on ER issues like disciplinary, performance management etc.
- ⇒ Build strong relationships with people managers within organization.
- ⇒ Maintain employee connect across all locations.
- ⇒ Insure Employee welfare & other activities in the plant like. Transport, canteen, drinking water, rest room, medical facility and other activities such as safety week celebration, and employee grievance.

**Industrial Relations:**

- ⇒ To maintain industrial relations with the union members / workers and try to resolve all disputes between the management and the workmen.
- ⇒ Resolve the grievance of workers and take corrective action as per the situation and handle the grievances on issues through counseling to employees in the matter relating to payroll, Overtimes, increments and leaves
- ⇒ Investigate and lead resolution of complex employee relations issues. Working with internal/external legal counsel to ensure corporate compliance and risk management of all issues.
- ⇒ Followed Disciplinary procedure if required (show cause notice, conducting the domestic inquiry, disciplinary action, preparing the charge sheet etc.)
- ⇒ Knowledge of disciplinary procedure (issuing warning letter, show cause notice, preparing the charge sheet etc.)

**Administration:**

- ⇒ Involve all the administration activities including Infrastructure Management, Plant Security Management, Transport, Canteen and almost utilization of resources.
- ⇒ Negotiation & Selection of vender to the Organization
- ⇒ Renewal of the contractor Agreements & Bill verification (AMC)

**MIS Management:**

- ⇒ Coordination with the locations for MIS, HRIS reports, which includes Recruitment Report, Employee Turnover Ratio, Manpower Planning etc.
- ⇒ Coordination with management for the up-dation of policies from time-to-time.

**Corporate Social Responsibility:**

- ⇒ Involve in to CSR (Corporate Social Responsibility) activities (arrangement of drinking water to the nearby villages. Provide general health services medical facility available at their villages and to sensitize the masses towards their health. Distribution of School bags & Note Books among needy children in Govt. primary school. Environment day celebration. Organized blood donation camp, Eye testing and Vasectomy camp once in a year.
- ⇒ To involve Organizational Development programmed like train to workforce, formation of recreation society in the plant, start CSR activities, implementation of performance appraisal system through competency and skill matrix.

**Achievement:**

- ⇒ Started **recruitment** through **Job portal** for minimize the cost & time
- ⇒ Coordinate consultant , Posting Job , Screening through telephonic interview , salary negotiation, issuing Offer for final candidate
- ⇒ **Recruited various position** up to Sr. Management in the company
- ⇒ Introduced and implementation of HR and other policies in the Organization
- ⇒ Looked **employee life cycle** from joining till exit of an employee
- ⇒ Introduced of Performance Appraisal System in the Organization
- ⇒ **HR Helpdesk** for all the employees to sorted out their **grievances**
- ⇒ Covered under Group Medical insurance, Group Accidental Policy to all employees

**Academic Credentials:**

- ⇒ Post Graduate Diploma in Human Resource Management (Human Resource Management & Industrial Relations) from Indian Business School in year 2015.
- ⇒ Completed Graduation in B.Com (finance& Investment) from Annamalai University in year 2013.
- ⇒ HSC from ISCE Board in year 2009.
- ⇒ SSC from GSEB Board in year 2007.
- ⇒ **IT SKILLS:** Well versed with Excel, PowerPoint, Word, my SAP (HR Module), **Saral Paypack, Vishwa Payroll(Payroll Software), etc**

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**Trainings**

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- ⇒ Organize "**5S**" training program in the whole Organization.
- ⇒ Organize "**EMS awareness training program**" in the whole Organization.
- ⇒ Organize "**Hygiene & Sanitation training program**" in the whole Organization.
- ⇒ Organize "**First-Aid training program**" in the Organization

**Date of Birth** : 17<sup>th</sup> September 1990

**Address** : A – 6, Sidheshwari society near manhar colony beside dhiraj housing, haripura, Maninagar, Ahmedabad – 380008.

***Sandeep Kumar Tiwari***