



PARVEZ SAIYED

ASSISTANT MANAGER – HR AND ADMIN

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Leverage a wealth of over 15 years in human resources and administrative roles, focusing on enhancing organizational effectiveness and employee satisfaction across diverse sectors.



Education

- 🎓 **P.G.D. | 2019**
Guidance and Counselling Faculty of Education and Psychology, M. S. University Baroda, Vadodara
- 🎓 **P.G.D. | 2010**
Labour Practices, M. S. University Baroda, Vadodara
- 🎓 **Master of Social Work | 2009**
S.P. University V.V. Nagar, Vallabh Vidhya Nagar
- 🎓 **B.Com. (HRM) | 2007**
M. S. University Baroda, Vadodara



Core Competencies

Labor Law Compliance

Employee Engagement Strategies

Performance Management Systems

Organizational Development

Talent Acquisition Strategies

HR Policy Development

Training and Development

Employee Relations Management

Statutory Compliance Framework

HR Process Optimization

Compliance Management

Payroll Management

HR Analytics

Recruitment Management



Technical Skills

Workday HCM Software



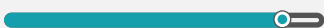
Adrenalin HRIS Software



HONO HR Attendance



Microsoft Office Suite



Soft Skills

- 🗣 Communication
- 🤝 Collaboration
- 🎯 Result-oriented
- 🧠 Analytical



Profile Summary

- 🕒 Over **15 years of experience** in human resources and administration, specializing in **labor compliance, employee relations, recruitment**, and performance management across various sectors, including **manufacturing and logistics**.
- 👤 Directed **HR operations as the Assistant Manager HR and Admin at SGS India Pvt. Ltd.**, managing a team of **350 employees** to ensure optimal **performance and compliance**.
- 🌐 Extensive experience partnering with **global manufacturing MNCs like Ford, Colgate, Alstom, Thermax, Bombardier, Bayer, Reliance, Adani, Vedanta, and Nayara Refinery**.
- 🔄 Progressed through various HR roles, developing a robust skill set in **establishing HR departments, implementing policies**, and **managing employee relations**, while gaining significant exposure to **labor law compliance** and **organizational development**.
- 🚀 Realized significant **improvements in recruitment efficiency** by devising and executing creative sourcing strategies that **streamlined the hiring process**.
- 👥 Cultivate a **collaborative workplace by applying strong leadership and interpersonal skills**, which enhance team **dynamics and employee engagement initiatives**.
- 📋 Strategically ensure full compliance with **critical labor laws and employment regulations (such as EPF, ESI, Gratuity, Bonus, and Contract Labour Acts, Factory Act Compliances - State and Central Rules)**, while proactively monitoring legal updates to maintain robust, compliant HR policies aligned with industry best practices. Adapt organizational procedures as **regulations evolve, mitigating risk and fostering an accountable workplace culture**.
- 📅 Oversee **timely, accurate statutory filings across monthly, quarterly, half-yearly, and annual requirements** for **Provident Fund, ESI, Professional Tax, Bonus, and Gratuity**, including alignment with labor welfare contributions, **facilitating efficient payroll management, and ensuring compliance continuity** across all regulatory reporting touchpoints.
- 📈 Design and **implement a variety of employee engagement initiatives** that significantly boost morale and **participation in organizational activities**.
- 🔧 Expertly navigate **advanced HRIS platforms such as Workday** to enhance **operational efficiency** and data management within the HR department.
- 🎯 Possesses a **strong foundation in strategic HR management**, with a proven ability to align HR initiatives with **business objectives**, enhance workforce productivity, and **drive organizational change through effective communication and relationship-building skills**.
- ⏱ Successfully **reduced employee onboarding time by 75%** through the implementation of a streamlined onboarding process, significantly **improving new hire integration and satisfaction**.
- 📊 Increased employee retention rates by **50% through the implementation of targeted engagement strategies and regular feedback mechanisms**, resulting in a more stable workforce.
- 🔍 Achieved a **100% reduction in compliance-related issues through proactive audits** and training sessions, ensuring **adherence to labor laws and regulations**.
- 🏆 **Achieved the highest number of online trainings and workforce engagement initiatives** in the entire **West Zone for Mahindra Logistics Ltd. during the COVID-19 lockdown**, ensuring continuous skill development and productivity despite challenging circumstances.
- 🧠 Recognized for **employing innovative problem-solving techniques** to address complex HR challenges, resulted in improved **operational workflows & employee engagement** across various departments.
- 📊 Utilized **HR analytics to inform strategic decisions**, leading to **improved talent acquisition strategies & enhanced employee performance metrics**, ultimately contributing to the **organization's overall success**.



Certifications

- 📜 Certificate course in Performance Management, Ahmedabad Management Association (1 Day Programme), May 2015
- 🏆 Participated in the programme on Excellence in Sales and Marketing, Ahmadabad Management Association (9 Sundays), October 2014



Work Experience

Assistant Manager HR and Admin, SGS India Private Limited, Vadodara | Mar'21 – Jul'24

Key Result Areas:

- ③ Spearheaded the comprehensive management of HR and administrative functions for the Baroda branch, ensuring seamless operations for a workforce of 350 employees while maintaining compliance with industry standards and regulations.
- ③ Directed payroll and attendance management processes with meticulous attention to detail, ensuring timely and accurate processing while addressing discrepancies and enhancing overall payroll efficiency.
- ③ Cultivated a positive employee experience by proactively addressing inquiries, conducting thorough investigations, and effectively resolving conflicts to foster a harmonious workplace environment.
- ③ Ensured strict adherence to local and state regulations, collaborating with compliance vendors to maintain up-to-date knowledge of statutory requirements and implement necessary changes.
- ③ Managed the integrity and security of HRIS systems, overseeing data entry and maintenance to ensure accurate employee records and compliance with data protection regulations.
- ③ Facilitated comprehensive onboarding and induction programs for new hires, ensuring a smooth transition into the organization and promoting early engagement with company culture.
- ③ Adopted a proactive approach to audits and reporting, preparing detailed documentation and reports for top management to support strategic decision-making processes.
- ③ Oversaw exit formalities and settlements for departing employees, ensuring compliance with legal requirements & maintaining accurate documentation throughout the process.

Sr. Executive HR, Mahindra Logistics Limited, Vadodara | Oct'18 – Mar'21

Key Result Areas:

- ③ Managed the end-to-end HR operations, including recruitment, onboarding, performance management, and compliance with employment laws, ensuring alignment with organizational goals and objectives.
- ③ Addressed employee queries and provided expert guidance on various HR-related topics, maintaining accurate employee records and ensuring compliance with company policies and procedures.
- ③ Supported the performance management process by organizing training programs, facilitating performance reviews, and monitoring employee progress to drive continuous improvement.
- ③ Ensured compliance with labor laws and regulations, managing payroll processing and resolving payroll-related inquiries to maintain employee satisfaction and trust.
- ③ Oversaw office administration functions, including facilities management, IT support, procurement, vendor management, and travel arrangements, ensuring smooth operational workflows.

Sr. Executive HR, Mitesh Food Products Private Limited, Vadodara | Oct'17 – Sep'18

Key Result Areas:

- ③ Established and managed HR policies and procedures, ensuring compliance with labor laws and regulations while fostering a positive work environment for all employees.
- ③ Coordinated recruitment and selection processes, ensuring the timely acquisition of talent to meet organizational needs and support business growth.
- ③ Conducted performance management & appraisal processes, providing guidance & support to managers and employees to enhance performance outcomes.
- ③ Managed employee benefits and compensation programs, ensuring competitive offerings that attract and retain top talent within the organization.



Previous Work Experience

Manager HR, Cengres Tiles Limited, Mehsana, Vadodara | Apr'17 – Oct'17

Asst. Manager Personnel, Aparajitha Corporate Services Pvt. Ltd., Ahmedabad | Mar'16 – Mar'17

HR Executive, Tiki Tar Industries (Baroda) Limited, Vadodara | Jul'11 – Mar'16

Junior Executive HR & Admin, SE Forge Limited, Vadodara | Dec'10 – Jul'11

HR Executive, Rowan Berry HUL Redistributor, Vadodara | Jul'10 – Dec'10

Assistant HR Officer, Dhanuka Agritech Limited, Ahmedabad | Sep'09 – Jul'10



Personal Details

Date of Birth : Please Specify

Address : Pune, 411047

Languages Known : English, Hindi, Gujarati, Marathi