**Sarabjit Singh Pyara Singh**

(Dynamic Veteran Of Indian Army’s Sikh Infantry (Battalion 17, 21, 23) with exposure to Defense Acquisition Management and combat exercises. Served nation for 15 yrs approximately before taking “Voluntary Retirement”).

**🌏**Vadodara, India | **✆**+91 9687691600 / 7227080278 |**🖂**sarabjit7505@yahoo.com / singhsarabjitbaroda@gmail.com

**Senior Management / Head HR -Operations**

Accomplished and result-focused senior management professional with 24 years of experience in senior leadership roles across diverse organizations.Acknowledged by the senior management and other stakeholders for consistently accomplishing business and revenue targets across the professional career. Seeking challenging senior managerial assignments with a reputed organization to utilize acquired “HR & Operational Skills” in accomplishing organizational growth objectives

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| --- | --- |
| Core Skills  **StrategyPlanning**  **Operational Excellence**  **Market & Trend Analysis**  **Sales & Marketing Management**  **Key Account Management**  **Revenue Enhancement**  **Plant Operations**  **Resource Optimization**  **Liaison & Coordination**  **Team Leadership** | Executive Summary   * Adroit at planning and implementation of business strategies, HR & IR functionaries and presentation of new ideas to business, resolution of critical issues, and optimized utilization of resources. * Skilled in building brand focus in conjunction with operational requirements; utilizing market feedback to develop marketing intelligence for positioning of products. * Adept at packing materials Paper packaging, Foil, Plastic, Wood, Tin, Leather & Glass Packaging. * Well-versed in sourcing of packaging material, cost negotiation, vendor development, marketing and client servicing. * Proven expertise in coordinating efforts of cross-functional departments, providing unparalleled customer experience, and building loyalty at the next level across all major verticals. * Adroit in consistently streamlining operations by utilizing and implementing processes aligned to company standards and client’s needs, thereby ensuring profitability, quality, and excellent customer service. * Create and sustain a dynamic environment that fosters development opportunities and motivates high performance amongst team members. * IT Skills: MS Office Applications, Primavera, C, C++, Java, MFG-PRO |

Professional Experience

**Sigma Group of Companies, Vapi 15January 2015 – Present Chief Of Operations (Plant Head)**

***Achievements:***

* Played a key role in developing new product and setting up the Technical and Coordination Department to render superior quality service.

***Responsibilities of (HR & IR) Head :***

* Framing of Recruitment policies and implementation.
* Strategizing Talent acquisition, development, retention and growth.
* Developed plans and policies for matters such as employee compensation, benefits, health, and safety, etc.
* Developed and implemented strategies for performance evaluation, staffing, training, and development, etc.
* Supervise HR personnel and provide expert guidance.
* Oversee all the HR activities, initiatives, systems, and tactics.
* Act as a point of contact for employee relations and communicate with labor unions.
* Ensure compliance with all the legal aspects applicable.
* Maintain and coordinate all activities within the HR department.
* Ensure compliance with all internal policies and standards.
* Ensure grievance redressal and invoke disciplinary actions when required.
* Analyze data and report to the board and senior managers using HR Metrics.
* Participate in executive, management, and company staff meetings and attend other meetings and seminars.
* Communicate with external services providers such as housing, transport, insurance, etc.
* Strategize programs and policies to enhance employee growth and satisfaction.
* Develop policies to curb absenteeism and employee turnover.
* Managing relationships with unions & ensuring that the Company's treatment of employees is consistent with its core business values and objectives.
* Handling complaints, managing grievance procedures and facilitating counseling in conjunction with other stakeholders.
* Investigating and resolving complex or critical industrial relations issues in a timely and effective manner.
* Collating and analyzing employee feedback across all levels on a regular basis and revising people programs and policies to generate more positive outcomes.
* Participating in and/or leading projects focused on continuous improvement.
* Dealing with all the commissionarates for liasioning and compliances.
* Instrumental in implementation and maintaining various certifications as a team member.

***Responsibilities as Profit Centre Head:***

* Function as the Head of the Marketing Department involved in managing annual sales turnover of INR 48 Crores. Focus on designing content and preparing product profiles.
* Spearhead research initiatives encompassing monitoring and reporting audience measurement data and syndicated research to ascertain market effectiveness of existing sales strategies.
* Prepare and evaluate business plans and conduct market prospects. Involved in recruiting, selecting, and training the sales force.
* Set up and ensure compliance with the budgets and forecasts. Function as the point of contact between the plant and market for technical and commercial activities.
* Maintain updated marketing/customer records and track complaints and take various internal and external audits. Enhance client satisfaction by effectively resolving issues and rendering superior quality service.
* Coordinate with QC for various samples received from customers and final product sampling. Establish dealer agents network.
* Follow up with clients and other stakeholders for accomplishing organizational collection targets and for ensuring compliance with various contractual parameters.
* Focus on ensuring sustainable revenue growth by consistently enhancing market penetration (securing new customers and generating opportunities within the existing customer base).
* Evaluate and present various status reports at senior management reviews to realign policy decisions based on the effectiveness and alignment of existing sales strategies.
* Cater to major clients like Oral B, Micro-Ink, Huber, Bayer, HUL, Vicco, Western, Godrej, Polygenta, Raj Rayon, Daman Polythread, Himalaya, Pepsi Food, Unify, Welknown, Madura, Geelone, Orilon, Aglon, Alliance Fibre, Garden. JBF, Sanathan, Perfect Filament, Avenue Styles, Monopoly Yarns, Jubilant, Parle Agro, Snapdeal and Amazon, Best Paper Mill, Aryan Paper MWV –Vapi, Maheshwari Paper Mill

**ARYAN PAPER MILL LIMITED, VAPI - JAN2012 to Dec 2015) , Operations Head – (Tambadi Project)**

***Responsibilities of HR & IR Functionaries***

* Over all supervision and guidance to department.
* Responsible for execution and implementation of HR policies.
* Formulates and updates the HR strategies of the plant in consultation with the top management.
* Implement other suitable HRD initiatives as decided or approved by the top management.
* Manpower planning, recruitment & selection procedure.
* Responsible for the statutory compliance of various applicable labour and industrial laws.
* Responsible for maintain a peaceful industrial relations and good working atmosphere at the plant.
* Ensure good industrial relation with worker’s union for grievances redressel.
* Interaction with union. Consultation with trade union to resolve day-to-day problem.
* To handle labour and other cases on behalf of the company.
* To represent and witness in court matters, conciliation matters etc.
* Liaison works with various govt. Authorities.

***Responsibilities as Profit Center Head:***

* Focused on enhancing market penetration and generating additional revenue for the organization by setting up and managing the sales and distribution sector across the assigned territory.
* Managed day-to-day operational aspects of the marketing department in compliance with organizational policies and other statutory regulations.
* Designed and implemented business development activities and corporate branding to increase revenue and gross profit.
* Enhanced sales revenue by rolling out appropriate strategies for individual business verticals, sales channels, and services.
* Developed and implemented business sales processes encompassing relationship development and contract finalization.
* Conducted financial feasibility studies to ascertain sales growth and revenue targets for the sales department.
* Updated knowledge base of business’s industry, competitors, and regulatory activity for realigning policy decisions and implementing new and well-researched sales initiatives, strategies, and solutions.
* Interacted with key decision makers across existing client and prospect organizations for rendering customized solutions to collated business requirements.
* Independantly Handled the entire project and installed a second hand scrapped FOSBER, which started producing 2500 MT output / Month
* Erected a scrapped machine of FOSBER in 3 month with 35% less budget. Plant started producing 2500 MT of corrugated board immediately.

**Alok Industries Limited (Packaging Division) Mar 2009 – Sep 2012, Head of Operations**

***Responsibilities of Business Head (Inclusive of Hr & IR):***

* Functioned as a factory manager, plant manager, and management representative during the tenure with the organization.
* Highlighted critical technical issues and other operational bottlenecks to the senior management and other stakeholders to implement effective remedial measures based on the identified deviations.
* Manpower planning, recruitment & selection procedure. Manage recruitment and selection activity based on approved manpower plan and human resources requisition.
* Interaction with union. Consultation with trade union to resole day-to-day problem.
* Contract labour management. Monitor the existing contract labour system. Verification of contractor's.bills. Responsible for ensuring statutory compliance.
* Liaison works with various govt. Authorities.
* Responsible for carrying out timely performance appraisal of the employees. To carry the whole appraisal process with high confidentiality.
* Prepare various MIS & MIR. Prepare reports of weekly and monthly meetings / PPT. Assist the HOD in preparing action plan.

**Herald Publication (Pvt) Ltd., GoaSep 2003 – Feb 2009 Marketing Manager – Technical Support Service Additional responsibility of Works Manager**

***Responsibilities:***

* Managed sales turnover of INR 65 Croresfornew product development, production, purchase, stores, marketing, and operations
* Streamlined the marketing functions by establishing an (automated)online query system between marketing, and production.
* Forged strategic business alliances with new accounts like SKF Bearing, Funscool, Dr.Costa, Siemens, Dr. Reddy’s, Wyeth Chemical, Ciba, UB, Whitehall beverages, etc.
* Secured a target of Rs. 3.5 crores through new business in 2004-2005 and added 19 new clients. Set up a relationship with Sri Lanka Tobacco Company in SriLanka.
* Catered to clients BOBST, HEIDELBERG, ESSE, MACRO, ACME, SUPREME, STAHL,NORDSON, India Art, Print India, Friends, Peco Toshiba, Graphica, Harbhajan, Knotting, Orient,etc.

Previous Assignments

**Gujarat Glass (P) Ltd.(Now Piramal Glass) Oct 2001- Aug 2003**

**Manager Co-ordination & Packaging Development& MIS**

**Shree Rama Multi-Tech LtdJun 1999 –Sep 2001**

**AsstManager Co-ordination & Technical Support**

**Core Emballage Ltd Mar 1997 – Jun 1999**

**Sr. Marketing & Coordination Executive**

INDIAN ARMY DIVERSED ROLES – 1983-97 (Notable Events)

* Pass Out Of National Defense Academy Kapurthala. 1985 Batch
* Participated in 2nd addition of joint exercise at Chengdu under “Sino-India” Joint military exercise with Chinese’s Military.
* Represented 58 wing of Bombers as an detachment commander at “North Eastern Ranges”.
* Got Trained Specially For “Guided Weaponry’s: From GWTI of Army.
* GOC-In C Central Command Commendation 15th August 1994.
* Appreciation From The GOC , 3 Corps on 15th August 1992.
* Led , Directed With Distinction, High Performance Bomb Disposal Teams, Of Army’s Central, Eastern and North Eastern Commands.
* Took Charge of various posts in Siachen Glaciers and Kashmir Borders in various capacities, right from Company Commander to Regiment Commander.

Education

* **MBA In HR & Operations,** MIBM 1999
* **LLB,**From Swami Vivekanand University Saugar M.P 2021
* **PursuingLLM,**Swami Vivekanand University Saugar M.P (Second Year Completed) 2023
* **P**.**G.DiplomaIn Training & Development** from ISTD Delhi (Internship Left) 2023
* **P.G.Diploma In Business Management (AIMA –New Delhi) 1998**
* **P.G Diploma In Marketing & Sales Management (Dr.Rajender Prasad Institute For Management & Comm) 1997**
* **M.Sc (Applied Physics), M.S.U Baroda 1994**
* **B.Sc. (Physics),** M.S.U Baroda 1990

Professional Affiliations

* Indian Institute of Packaging.
* Life Member Of Indian Society For Training & Development New Delhi
* Life Member Of World Human Rites Commission
* CII-Packaging – Mumbai.
* Packaging India Magazine (Editorial Board)
* Certified Trainer For IMS,GmP,and Six Sigma

AWARDS AnD RECOGNITION

* National Excellence Award (KitesKraft Production AT NEA Conference )2022.
* Bhartiya Kaushal Award (Lingaya’s Vidyapeeth) 2022
* International Award For Best Trainer (World Charity Welfare)
* Rashtriya Pratishtha Puruskar (Worthy Wellness Foundation)
* Indian Aspirant Award
* Indian Achievers Award
* Advance Growth Learning, Excellence Award
* Best Poet Award (esuper 7)

Personal Details

* **Date of Birth:** 02Nov1968
* **Nationality:** Indian
* **Languages Known:** Punjabi, Hindi, English, Urdu and Gujarati
* **Passport No.:**R-7175755 valid till June2027
* **Address:** B-39, Kalyan Nagar, Near I.T.I, Tarsali, Vadodara – 390009