

Tarun Payak

Curriculum Vitae

Profile

Experience over **15 years** in Project Administration, Human Resource Management, Operations, Business Development & Project Management.

Education

MBA-Construction Management.
PGDBM-HR & Finance.
BBA-Finance & HRM
Diploma in HRD.
Diploma in Personnel Management & Industrial Relations.

Key Experience

- Business Development-Infrastructure
- Human Resource Management.
- Project Administration.
- Resource and Study Management.
- Project Coordination & Management.
- Proposal Management.
- Operations Management.
- Training and Development.
- Industrial Relations.
- Corporate Affairs.

Profession

Head - Business Development & Corporate Affairs

DeepLok PMC & Contracts



Location: Corporate Office Indore (M.P)

January -2023 till Date.

Nationality

Indian

Languages Know

- Hindi
- English
- Punjabi
- Bengali
- Rajasthani

Training

Chenab Bridge Project District Reasi (Jammu & Kashmir) - July to September 2008 as Management Trainee.

Personal Details:

- Marital Status: Married.
- Passport Details: V0692097, Place of Issue-Bhopal, Valid up to August 2031.
- Address: Flat no.609, RCM-4 Dilpasand Green, Scheme no.140, Indore (M.P)-452016.
- Contact no. +91-93401-35569.
- Mail ID: tarun.payak@gmail.com
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Professional Experience

Organization: DeepLok PMC & Contracts- Corporate Office Indore (M.P).

Head – Business Development & Corporate Affairs- January 2023 till Date.

Job Description:

- Responsible for developing an annual and multiple years Business Development plans.
- Responsible to achieving short term and long-term business development targets includes order booking, empanelment, Vendor registrations, minimum orders from new clients and minimum order bookings from existing clients.
- Responsible for Identifying new Clients and their areas of interest and make business presentation.
- Responsible to prepare Business development presentations, data analysis, SWOT analysis, MIS and development of business development dashboards.
- Coordinate project activities and ensure that they are completed on time, within budget, and to the required quality standards
 - Liaise with clients, contractors, and other stakeholders to ensure that project requirements are met.
 - Prepare and manage project schedules, budgets, and progress reports.
 - Monitor project risks and issues, and take proactive steps to mitigate them.
 - Manage project documentation, including contracts, drawings, and specifications.
 - Ensure that project activities comply with relevant regulations, standards, and best practices.
 - Provide leadership and guidance to project teams, including technical staff and contractors.
 - Participate in project review meetings and provide feedback to the project management team.
 - Contribute to the development and implementation of project management processes and tools.
 - Support business development activities by identifying new opportunities and preparing proposals.
 - Attend the following meetings :
HODs Meeting - daily • Brief on recruitment status, annual leave clearance and training performance on weekly basis and any other important issues pertaining to all departments.
Participate in discussion, decision making and implementation of policy matters.
 - Conduct appraisal training for Senior Managers.
Maintain effective internal communication with all employees.
Represent management in fostering beneficial communication with relevant external bodies.
 - Coordinate manpower requirement analysis on an annual basis.
Conduct comparative manpower study. Recommend appropriate staffing levels for all departments.

Overall Human Resource & Contract Management, Project Management & Coordination.



INFRASTRUCTURES PVT. LTD.

Organization: ABCI Infrastructure Pvt. Ltd. –Corporate Office New Delhi, NCR.

Assistant General Manager – Human Resource & Administration –January 2022 to December 2022.

Job Description:

Workforce planning for ongoing Project Sites, coordinating with Project Managers and other HOD'S.
Managing activities such as job design, recruitment, employee relations, performance management, training and development and talent Management.
Handle Disciplinary Actions.
Salary Negotiation, Joining Formalities, on boarding, Induction.
Coordination and follow-ups with technical, Finance, HR team.
Responsible for driving systemic and tactical organizational initiatives
Aligning with business needs and organization priorities.
Develop and execute all learning and development initiatives drive a high-performance, high-growth mindset that focuses on career Development and growth.
Design and implement the requisite processes, and tools; Ensure processes, HR processes scale, at par with organizational scale.
Budgeting Exercise, Overall HR Budget Planning and management & HR Audits.
Validation and consolidating the monthly MIS for the management.



Organization: Arkitechno Consultants Pvt. Ltd. – Corporate Office New Delhi, NCR.

Senior Manager – Business Development –January 2019 to December 2021.

Job Description:

- Responsible for identifying opportunities, evaluating its criteria with the company credentials.
- Responsible for online uploading Technical and Financial BID.
- Responsible for preparing team on INFRACON and its related works.
- Following up new business opportunities and setting up meetings.
- Planning and preparing presentations.
- Preparing the Bid Analysis (Technical & Financial).
- To prepare all the technical data sheets for tender submission in the areas of Detailed Project Report, Independent Engineer, Authority's Engineer / Construction Supervision, Operation & Maintenance tenders.
- Preparing the documents for RFP for the various consultancy services in a professional and creative manner.
- Preparation of Business proposals and making presentation for different projects.
- Responsible for identifying opportunities, evaluating its criteria with the company credentials.
- Responsible for preparing team on INFRACON and its related works.
- Review the Resume for ongoing and under process projects (NHAI, World Bank and ADB Format).
- End to End Talent Acquisition for Roads & Highway, Tunnels, Bridges, Water (WTP, STP, Pipeline & Water Supply), Ports, Metro & Railways & Urban Infrastructure Projects.
- Inbound Expatriate Hiring (End-to-End).
- Industry and competitor's mapping for efficient strategizing TA plans and further database management for effective resourcing.
- Leading Talent acquisition strategy on monthly, quarterly and annual basis and facilitating Manpower planning as per bidding schedule and priority.
- Involved directly in selection & screening process, face to face interviews and negotiation on various aspects for Salary, for Key Professional & Positions offered.



Organization: Meinhardt Singapore Pte. Ltd. – Corporate Office Noida, NCR.

Manager – HR & Business Development – July 2017 to December 2018.

Job Description:

- Working as process owner for the Recruitment / Talent Acquisition function of central recruitment unit Leading Talent acquisition strategy on monthly, quarterly and annual basis and facilitating Manpower planning as per bidding schedule and priority.
- Coordinating with BIDDING & TENDERING Department for future bidding of Highways / RAIL / Metro, Aviation, Environmental, Water & Road Safety Projects.
- Leading Multi-location, Multi discipline PAN India and International recruitments accomplishing quicker TAT, high conversions and stretched SLAs.
- To identify and Freeze positions while bidding in New Proposal of National Highway / State Highway Projects MORTH, Water, AIRPORTS, Metro Rail & PHE Projects etc.
- Client interaction, screening and short listing resumes as per the client requirement.
- Conducting preliminary interview, monitoring interpersonal skills for short listing the potential candidates.
- Preparing Job descriptions.
- Managing salary negotiation.
- Co-ordination and follow up with candidates across various levels of interviews, until on boarding.



Organization: Sterling Indotech Pvt. Ltd. – Corporate Office Jaipur, Rajasthan.

Deputy Manager – Business Development & Talent Acquisition – April 2016 to June 2017.

Job Description:

- Hiring Process Management: Administering tools, negotiations, pre-employment verification & process documentation.
- Managing end-to-end Talent Acquisition with Upcoming Bidding & Detailed Design, Independent Engineer, Authority Engineer / DPR Projects including (Highways, Smart City, Bridges, Hydro, and Urban Infrastructure & All Transportation Projects).
- Managing end-to-end Talent Acquisition.
- Review and benchmark the internal and external environment to improve HR policies and initiatives.
- Sourcing of respective key personnel's for bidding the projects of Highways, railways and other Government projects.
- Improving organizational performance and morale by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Projects Handled & Coordinated with END TO END Recruitment of Ongoing Projects.
- Handling all the recruitment related to highways, railway structures, food and agriculture testing, Geotechnical Testing, environment, traffic and transportation, Infrastructure.
- Supporting other HR activities which will assist in the overall organizational development.

Organization: Apco Infratech Pvt. Ltd.– Zojila Pass Tunnel ,Project Site Sonmarg, (Jammu & Kashmir).



Assistant Manager – Administration –February 2015 to March 2016.

Job Description:

- Initial Mobilization of Site.
- Payroll process & coordination.
- Head office coordination –Transfers, Increment, and Appraisals & Manpower Requirement.
- Supported employees with the daily operational and logistic requirements.
- Looked after security & housekeeping of entire facility.
- Plan & Implement the annual campus recruitment process as per plan.
- Coordinating with vendors for empanelment, performance review & bill processing including various job portals.
- Recruitment, Selection, Separation, Grievance handling.
- Timely & regular updating of organization structure and also maintaining the same in HRIS.
- Regular updating of employee master in HRIS (joining, separations, transfers, cost centers, etc.).
- Prepare & submit error free HR Reports (MIS, Manpower reports, separations) every month.



Organization: Afcons Infrastructure. Ltd. (Shapoorji Palonji Group)

Sr.Officer – Personnel & Administration –September 2008 to December 2014.

Job Description:

- Daily requirements of staffs and other utilities, coordinating with Administration Manager at sites.
- Executing team bonding events.
- A staffing plan including a calendar or timetable for when people are needed.
- Organizing, documenting, and storing information on employees and potential hires.
- Tracking hiring costs against budgets and forecasts.
- Employee engagement & communication.
- Head office coordination –Transfers, Increment, and Appraisals & Manpower Requirement.
- Supported employees with the daily operational and logistic requirements.
- Looked after security & housekeeping of entire facility.

➤ **Project Sites:**

- Apsara Border Flyover – New Delhi
- 2.Jammu-Udhampur Road Project –J&K
- 3.Kolkata Metro Project –West Bengal
- 4.ONGC Petro Additions- Gujarat

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Name of Candidate: TARUN PAYAK

Signature:

Date:

