



BRIJ BHUSHAN TIWARI

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Synopsis: I am Qualified – Post Graduate Program in Management (P.G.P.M.) HR/IR & Marketing from INSTITUTE OF MANAGEMENT TECHNOLOGY (IMT) - Ghaziabad (UP). (Premium Top 10 Ranking Institute of India)

Presently working since (Feb 5, 2020 to till..) as a **Manager HR (Unit Head HR)** with **Bajajsons Limited, Roorkee / Haridwar**. **M/s Bajajsons Limited** produces automotive products. The Company manufactures machined forgings, sheet metal component, turned, tubular, sub assembled components for two and four wheelers parts and accessories such as levers, clutches, shafts, brake rods, and other assembly parts. **Bajajsons** serves automobile industry worldwide.

Previously I have worked for over 1.3 years (Nov 14, 2018 to Jan 31, 2020) as a **Sr. Manager HR & Administration (Head Admin. At Campus)** with **The Neotia University (AMBUJA NEOTIA GROUP)** leading Educational University in rural area in West Bengal and offer various courses with world class infrastructure & hostels facilities for students approx. 2500 and staffs / faculty approx. 500. The Neotia University is approved by UGC, AICTE, MAKAUT and State Education Board of West Bengal.

Previously I have worked for over 1.5 years (July 3, 2017 to Nov 12, 2018) as **Site Manager Administration Project** with **M/s ACME Solar Holdings Limited (ACME Group)** in Rewa, M.P. **ACME Solar** is a leader in the field of green energy management and innovative solutions for alternate energy sector. **ACME Solar** is committed to set largest grid-connected solar power plants with the aim to deliver continuous power across India. **ACME** is setting up Asia largest **250 MW solar energy system (EPC)** in Badwar Gurh, Rewa, M.P, India

Previously I have worked for over 1.6 years (Sep 25, 2014 to March 21, 2016) as a **Manager HR, ER & OD** with Indian based **MNC A Unipart's Group, Gripwel Fasteners Pvt. Ltd** is a manufacture of agriculture and earthmovers equipments of MS Steel as **3 points linkage, Precision Machined Parts**, Hydraulic Cylinder, Draw Bars & Stay Straps, Pins, Balls, Weldon's, Tine bushes, PTO Parts, Hitch Balls leveling boxes etc for aftermarket and OEM customers across geographies such as US, Europe and Asia Pacific.

Previously I have worked for over 5.9 years (Dec 22, 2008 to Sep 18, 2014) as an **Asst. Manager HR** with **Japanese based MNC Ashok Leyland Nissan Vehicle Limited (A Hinduja Group of Company)**. **ASHOK LEYLAND NISSAN** is a leading manufacturer of **SCV & LCV and LMV** in India and export in Asia Pacific. **Ashok Leyland** is 2nd largest manufacturers of commercial vehicles in India and 4th largest manufacture of buses in the world and the 12 largest manufacturers of trucks.

Previously I have worked for over 6 months (June 16, 2008 to Dec 21, 2008) as **Supervisor Administrator** with **INDIAN MNC ASHOK LEYLAND UAE LLC (A Hinduja Group of Company)**. **Ashok Leyland UAE LLC** is leading manufacturers of commercial vehicles and passenger buses facility in Ras AL Khaimah, UAE and export in Asia Pacific.

Previous to **A Hinduja Group of Company**, I have worked over 7.6 years (Dec 15, 2000 to June 14, 2008) as an **Officer HR** with **Japanese MNC TS TECH SUN (I) LIMITED. (JV of Honda Cars India Ltd) Japan** - leading manufacturer's interior for Honda. **TS TECH Sun** is a leading manufacturer of interior parts of Seats, Doors, Panels and other parts for Honda Cars and Seats for Honda Motorcycles & Scooters.

CAREER GRAPH

Total 19.7 Years Experience in Human Resources / Personnel / IR / Statutory Compliances



BAJAJSONS LIMITED, Roorkee / Haridwar

Designation: Manager HR (Unit Head HR)

Reporting: VP-HR Corporate & Plant Head - Manufacturing

Total number of employees: 700

KEY RESPONSIBILITIES (MAIN KRA) Under HR Interventions

- To implement HR, IR Strategic and Admin policies in line with Institute standards.
- To fulfill manpower requirements across diversified functions including Career and Succession Planning
- Performance Management with Workers Training and Skill Development Education.
- Compensation Management / Handling Payroll (Wages, Salary & Benefits, Reward & Recognitions)
- Labour Law – Statutory Compliance and Act as one point of contact for Audits. Disciplinary Action, proactive in ensuring harmonious IR/ER including coordination with registered union.
- Employee Relation, Grievance and Communication including Contract Labour Management
- Effective Liasoning with government / semi-government/ local bodies to ensure good public relations

- To carry out any other task assigned by the Management from Time to Time.

A. Human Resources Operation & Interventions

1. Review / Design / Implementation HR Policies
 2. Recruitment & Selection
 3. Performance Management
 4. Employee Engagement – Reward & Recognition
 5. Payroll Administration- Compensation Benefits
 6. Statutory Compliance
 7. Industrial Relation & Grievance Handling
 8. General Administration
 9. Facility Management
 10. Legal matter and court cases
 11. Accommodation and Hostels Management
 12. Building Construction & Maintenance / Repairing
- **HR Policies** – Designing, Formulation of Employee orientation and Organisational Development HR Policies including modifications, amendment spearhead all aspects of Human Resources practices and processes. The goal to promote value through job design, recruitment, employee benefits management including facilities management services.
 - **Talent Acquisition start for Man Power Planning, Recruitment** - Final Interview, test and select employee to fill vacant / new positions, negotiation with candidates & finalization their terms of appointment under strict control of written SOP / Guideline / Recruitment Policy.
 - Selection, Induction/Orientation, Training Program (pre-boarding & onboarding programs) and Campus recruitment.
 - **Performance and Management System** -To administer performance review program to ensure effectiveness, compliance & equity within the company. Train the First line managers on performance review, coaching skills directly link performance with rewards & administer annual salary increase cycle.
 - To Develop the job descriptions, KRA/KPI, Skill Matrix, Employee Retention Scheme, Employee Engagement Plan, Successful Planning etc.
 - **Employee Engagement extend people agenda through employee coaching**
 - Counselling session, planning & execution of employee engagement. Execute HR Connect initiatives (Open house, one-on-one) to ensure constant interactions with employees and their superiors.
 - **Training and Development**
 - Training and ensure ISO documentation on the training including the Yearly Profit Business Plan
 - Training in implementing HR projects, like Compensation Management, PMS, On-boarding, Employee Engagement
 - **Compensation & Benefits** - Benchmarking Salary, Restructuring Components as per Statutory Compliance.
 - **Employee Separation**: Exit interview to determine reasons behind separations.

B. Personnel, legal, Statutory Compliance, Industrial Relations & ER

- Salary and Pay Roll Administration – Wages and salary payroll with proper statutory computation, TDS, ESIC & PF, clearance and Full and Final settlement, organize the payment of performance loyalty bonus, statutory bonus, profit participation, odd travelling compensation.
- Statutory Compliance controlling the whole labour law like Employee Provident Fund (P.F.), Employee State Insurance Corporation (ESIC), Factories Act, Bonus Act, Contract Labour Act, Industrial Disputes Act, Pollution Control Board, Industrial Standing Order, Fire Department
- Gratuity Trust Management Co-ordination with LIC for monthly MIS, Quarterly Computation and payment refund etc.
- **Handling all IR issues in the company**, Issuing warning letter, Enquiry, dealing with internal Labour Union, implementation of Labour Laws including with contractual Labour / Adhoc Employees.
- **Insurance** such as – Vehicle / Motor Insurance, Mediclaim (GMC), Group Personal Accident (GPA) & Group Term Insurance, Assets Insurance and Property insurance.
- **Court Cases and Legal matter for civil, labour and Local Administration Courts**. Appearing before the labour Court for settlement of various Labour/Industrial disputes.
- Dealing with deferent consultants / advisors and lawyers relating to HR, Administration and other activities. Drafting and finalization of various contract and agreements for the University.

C. General Affairs & EHS

- To take care / Implementation of **Environment, Health and Safety (EHS)** Activities, provide training on use of (PPEs), Waste Management Disposal of Waste.
- **General Administration** Control of Security Management & SOP, Housekeeping Management & SOP, enhancing participation in committees, Uniform, Sport & Cultural Committees, Horticulture, Stationary, Diesel/Petrol Procurement, First Aid, Assets Management, Canteen Services, Local authority, Facilities Management and etc.
- Event Management planning such as Sport, Quiz Competition, Festival Celebration like Deepawali Pooja, Company Celebration, Vishwakarma Pooja, Durga Pooja, High Tea Party, Get-together to increase employees participations

- **Fleet Management**-Institute vehicles maintenance & servicing, deployment of driver and maintaining roster, Arrangement of buses and other vehicles through agency and finalization cost, Buses rout and monitoring transport compliances, Coordinate with RTO for fitness / permits /tax and etc.
- Legal compliance on Compressor Testing, Electrical and DG Set safety NOCs.
- Tie-up with builders for houses on rent for employee's accommodation, looking after hostel management and providing healthy and hygienic food and accommodation for employees & hostelites.

D. HRIS

- Develop and maintain Human Resources System that meets Top Management Information requirement.
- Support the Management Team provides the information of all secretarial and legal works of the company.

➤ **STRENGTHS & SKILLS**

- ❖ Oversee Complete life cycle of an employee from joining to exit
- ❖ Team Player with co-operative and collaborative approach & Culture sensitivity and always flexible for others opinion. Organised approach to planning workload and Time Management
- ❖ Strong Interpersonal skills, excellence communication and managerial skills
- ❖ Good knowledge of Labour law and Statutory Compliances
- ❖ Easy to connect with employee and execution, cultivating and nurturing authentic

➤ **AWARD WON**

- ❖ Best Performer Award in TS Tech Sun India Ltd from Director Human Resources
- ❖ Best HR Practice Award in Nissan Ashok Leyland Technology Ltd by GM – Corporate HR

➤ **ACHIEVEMENTS**

- ❖ Setting up the factory (Key Controlling) with the best of art infrastructure – Green Field Project
- ❖ Lateral recruitment/bulk hiring's of blue & white collar employees approx. 600 before time line to start project.
- ❖ Set up a Greenfield manufacturing unit and close up formalities within planed timeline.
- ❖ Handle labour court cased under Industrial disputes and peaceful settlement with employees out of the court.
- ❖ Setting up best HR practice for HR Systems implementation, controlling & monitoring in Group

➤ **Academic & Professional Credentials:**

- ❖ Post Graduate Program in Management (MBA) HR/IR & Marketing (Dual Specialization) from IMT, Ghaziabad, UP
- ❖ Graduate from Allahabad University in Sanskrit and Philosophy (Hons.)
- ❖ Intermediate (10+2) from Subhash Inter College Bhatni Deoria (UP Board Allahabad) UP
- ❖ High school (Primary+10) from Subhash Inter College Bhatni Deoria (UP Board Allahabad) UP

➤ **Certificate Course:**

- ❖ N.S.S. Certificate from Allahabad Degree College (Affiliated with Allahabad University) - 2 Years
- ❖ Computer Introductory & Certificate from Black Cat Computer Training Centre Gangtok - 6 Months
- ❖ Communication Training Certificate from British Council, Chennai - 6 Months

➤ **Project Work:**

- ❖ A Study on the effectiveness of Performance & Appraisal onsite of plant in Ashok Leyland Nissan Vehicles Limited, Chennai.

➤ **Computer Skills:**

- ❖ ERP/SAP, MMC, PeopleSoft, People strong, Soft plus, MS Office, PowerPoint
- ❖ Excellent knowledge of Internet access and email operations, ability to use it extensively.

➤ **Short Term Training / Workshop / Seminar:**

- ❖ Attendance Health and Safety Training Program (Industrial Safety Council) - 2013 - 1 Day
- ❖ Workshop Training on "SUCCESS IS YOUR BIRTHRIGHT" by ZEAL - 2012 - 1 Day
- ❖ Attended Team Building and HR Recruitment system organized by CII, Chennai - 2011 - 1 Day
- ❖ Attended First Aid & Fire Fighting Training program for ISO-14001 - 2006 - 1 Day

➤ **Personal Details**

Date of Birth	:	3rd November 1977
Marital Status	:	Married
Languages Known	:	English, Hindi, Tamil (Partial)
Passport Number	:	Yes
Hobbies	:	Listening Music, Reading Books, Playing chess

Place :

Date :

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