

# RAJEEV VYAS



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**An HR & IR Professional with around 18+ years of experience as a Generalist in Corporate HR with *Excellent relationship management & interpersonal skills contributing company's strategic goals.***

## CAREER ABSTRACT

Dynamic & results – driven senior professional with 17+ years of HR & Administration experience implementing complex cross – functional HR strategic initiatives as well as developing & implementing successful HR management strategies to support corporate mandate; demonstrated expertise in managing core HR activities related to performance management, compensations, career coaching, retention policies, HRIS, Succession Planning, exit formalities, employee on-boarding and inductions. Explore challenging senior managerial assignments with a professionally managed organization. Ability to implement practical development program; which lead to tangible improvements in organizational performance.

### Key strengths entail:

- Proven Track Record as an Achiever
- Good communication skills
- A Team Player
- True Leader, believes in 'lead by example'
- Positive Attitude / Win-Win Thinker
- High Level of Motivation
- Personal integrity / High ethical standards
- Dedication, a willingness to walk extra mile

A generalist HR having hands-on exposure in all end to end functions of HR with achievements in Recruitment, IR Functions, Time Office Management, Statutory issues, Conciliation, Labor Laws, MIS etc.

## WORKING HIGHLIGHTS

### HR Strategic Planning

- Skilled in planning, developing and implementing strategy for HR management and development. Evaluated and reported on HR issues, opportunities and development initiatives.
- Interfacing with Management and Heads of Departments for devising and implementing HR Policies & Procedures in line with core organizational vision & objectives.
- Coordinating for the development of Departmental Budgets and ensuring adherence to the same.
- Generating broad based annual goals and plans for the HR.

### H Analytics

- Based on current and Historical data. Analysis of factors influencing to Human Resources Development.
- Implemented HR Mantra, Adrenalin, Self-developed HRIS.

### Organizational Development

- Significant exposure in organizational restructuring with special emphasis on structured change management approach and methodology for the people side of change, using a practical/ business focused approach.

### Compensation & Benefits

- Designing of Compensation Structures, Allowances, Benefits & Compensation Structure simplification, keeping in mind various statutory compliances. Cost impact analysis during compensation & benefits policy formation or proposing changes in existing structure. Salary Benchmarking and analytical skills,
- Manage compensation benchmarking, design salary ranges and salary structure systems.

### Talent Acquisition & Management

- Manpower analysis, Manpower rationalization and plan for business verticals as per business plan.
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing Departments.
- Determining training needs of employees; preparing the annual training calendar & organizing training schedules.
- Developing internal faculties for conducting in-house training programmes for cost effectiveness as well enhancing skill levels.

### HR Operations

- Expert in aligning resource requirements to business objectives, restructuring deployments, managing HR Budget, finalizing matrix, developing procedure flow chart.
- Handling disciplinary procedures including domestic enquiries and conciliation proceedings.
- Effective Management of Payroll processing, Provident fund (P.F.). ESIC, Professional Tax, Labour welfare fund etc. Monitoring Wages Code, salary disbursement of Employees, returns, challans etc.

### Performance Management

- Study of Existing performance level, Designing Merit Matrix
- Formulating and implementing Increment, Incentive and other Remuneration Policies.
- Supervising Appraisal process across levels and establishing framework for substantiating the Performance Appraisal System linked to Reward Management.
- Facilitating for the performance review feedback for employees including their post review feedback developmental activities.

### Statutory compliances & Employee Welfare

- Monitor Statutory Compliances under various laws of Labour, Factory, Provident Fund (PF), Employee Estate Insurance (ESI), LWF, and other central and state level Statues.
- Examine and verify all statutory registers and return under labour and all other relevant laws.
- Co-ordination with advocates & police for IR and Court related matters.
- Effectively managing welfare measures, employee get together, team building activities etc. Monitoring Mediclaim Policy (MC).

### Corporate Governance & Audit, Compliance Audit

- Process Audit, Manpower Audit,
- Compliance Audit

### Management/ Sales HR

- Performance monitoring and Management.
- Setting KRA / KPI, Monitoring Target vs Achievement of Sales Force based on Primary, Secondary, Tertiary Sales, etc.
- Identify performance gaps and make action plan to bridge the gap.
- Monitoring Area/ Branch/ State and Regional Team Performance.
- Provide feedback to leaders and employees on potential actions and behaviours that can lead to increased performance and team effectiveness.

## EMPLOYMENT DETAILS

### Manager HR (Sr. Executive)

**Total period of service with Sahara India from Nov, 2002 to Nov, 2020**

This group is actively involved in the areas of Para banking, Housing & Infrastructure, Aviation, Mass Communication, Satellite T.V. Network (News & Entertainment Channels), Tourism, Hotels (Sahara Star), and Consumer Products with manpower strength of approx 20000+.

Looking after manpower strength of 12000+ of various divisions of Sahara India such as Media, Infrastructure & Housing, Hospital etc.

## ACHIEVEMENTS

- Conceptually prepared and successfully implemented an intranet online examination system with collaboration of IT team.
- Conceptually prepared and successfully implemented external online examination package, Performance Appraisal System, Quiz Competition and HRD Online directory package.
- Organized Group Discussion amongst employees.
- Organized Corporate Trainer" training programme.
- Have worked with varied profiles in I.R., Recruitment, M.P.P. & Digitization as per requirement.
- Delivering outputs of assigned tasks in a time-bound period having negligible errors.

## ACADEMIC

1. Graduate in Humanities (Arts)
2. Post Graduate Diploma in Computer Application and Desk Top Publishing
3. Certificate Course in Web Designing

## PERSONAL DOSSIER

<b>Date of Birth</b>	:	18 August, 1969
<b>Father's Name</b>	:	Shri V.M. Vyas
<b>Marital Status</b>	:	Married

**Rajeev Vyas**