

RAJEEV VYAS



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

CAREER ABSTRACT

Dynamic & results – driven professional with 18 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 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
- True Leader, believes in 'lead by example'
- Personal integrity / High ethical standards
- Good communication skills
- Positive Attitude / Win-Win Thinker
- Dedication, a willingness to walk extra mile
- A Team Player
- High Level of Motivation

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.

AREAS OF EXPERTISE

Recruitment

- ⇒ Resourcing both internal and external manpower; evaluating the requirements understanding the skills required, identifying the possible sources, selecting the best.

IR Issues

- ⇒ Performance Management System

PF Trust Management

- ⇒ Time Office Management..

Statutory Compliances

- ⇒ Managing the PF Trust of the company for all group companies.

Labour Laws

- ⇒ Monitoring statutory compliance involving liaison with external agencies, Govt. authorities & offices like PF/ESI and Labour Office, etc.

Conciliation & Labour Court

- ⇒ Handled Conciliation Proceedings & Labour Court cases.
- ⇒ Conducted domestic enquiries.
- ⇒ Benchmarking functional best practices to focus on development of abilities to meet present and future goals.
- ⇒ Strong believer of lead by example, ensuring discipline and work timings are maintained at all times, while addressing all issues related to transfers, employee grievances and negotiations.
- ⇒ Formulation of Policies

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.

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Manpower analysis, Manpower rationalization and plan for business verticals as per business plan. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Medicaclaim Policy (MC).

EMPLOYMENT DETAILS

Manager HR (Sr. Executive)

Total period of service with Sahara India from Nov, 2002 to till date

This group is actively involved in the areas of Para banking, Housing & Infrastructure, Aviation, Health (Hospital), 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.

Present Role & Responsibilities :

Heading HR Initiatives Cell involved in

- Review & formulation of HR policies for implementation across Organization & Organize
- Conducting organizational / departmental Examination
- Preparation of Question Bank

Handling responsibilities of Group HR Head's office and Administration

- Overall administrative activities of the Department
- Handling / Assisting / tasks assigned by Group HR Head
- Handling important papers/DAK of Group HR Head.
- Acting as a facilitator between Group HR Head Office and Seniors of the Organization
- Handling / Assisting /Improvising in technical (I.T.) tasks assigned time to time
- Technical as well as operational support to co-workers of department, as and when required.
- Involvement in other important work/projects etc, as and when required, as per instructions of Group HR Head

Key Responsibilities in Corporate HR Sahara

- E-Recruitment/Recruitment through Consultants/Recruitment Advertisement & Campus Recruitment.
- Bulk hiring
- Conducting interviews
- Processing of disciplinary matters at Corporate level
- Study, Analysis of individual cases of I.R. Matters
- Conducting Domestic / Fact Finding Enquiries, Presenting I.R. proposals / cases to Management for decision
- Coordination with Legal Advisors
- Resolving issues relating to notices issued from various departments of Ministry of Labour.
- Statutory Compliances viz PF, ESI, Pension, Gratuity & issues related with Labour Laws.
- Assisting in Conciliation Proceedings & proceeding of the cases at Labour Court.
- Attendance Management/Leave Management.
- Report Generation and data compilation; as and when required
- Data procurement, compilation & generation of supporting reports & PPT presentation.

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, Quiz Competition and HRD Online directory package.
- Organized Corporate Trainer" training programme.
- Delivered 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

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

Rajeev Vyas