**Anurag Shourie**

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**Current Industry**: FMCG.

**Functional Areas handled**: Operation/Resourcing/Audits/Com & Ben. /PMS/Projects.

**Current Location:** Gurgaon, India

Insightful, results-driven HR professional, having **13+ Years** of experience in planning, analyzing, implementing and managing solutions in support of business objectives. **Currently associated as DGM & Head HR - International Business RJCorp (Dairy & Beverage)**

**Experience Summary**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Role** | **Key Areas** |
| RJ Corp  (April’16 – till date) | DGM & Head HR (International Biz) | Lead HR function specialist Africa (Kenya, Zambia, Zimbabwe, Mozambique, Uganda, Morocco & Russia) |
| HR Consultant (Feb’15 – Jan’16) | HR Consultant (Startup Org.)   * WeInd (Feb’15 – June’15) & * BK Group (June’15 - Jan'16) | HR Consulting, Strategy & Process Development. |
| Panasonic (Nov’13 – Jan’15) | Head HRBP (MENA HQ) | Talent Acquisition & Mobility, OD Intervention, HR Operations, Employee Engagement |
| Samsung Electronics (Nov’08 – Nov’13) | Manager – HR (SWA- HQ) | Talent Acquisition & Management, Resourcing (across levels) / Leadership Hiring, PMS, HRMS, HR Operations / HR Projects/ Compliance / Audit |
| Deputy Manager – HR (SWA- HQ) |
| Assistant Manager – HR (SWA- HQ) |
| Assistant Manager – HR (North Region) |
| Hewlett Packard India (Jan‘08 – Nov’08) | Executive – Business HR | HR Generalist |
| Conexant India Pvt Ltd (Jan‘07 – Oct’07) | Executive – HR |
| VGL Softech Ltd (Jan‘05 – Jan’07) | Executive – HR |

# CORPORATE EXPOSURE

**RJ CORP (Ravi Jaipuria Group) 21 April’16 – Till Date**

# DGM & Head HR (International Business) reporting to Managing Director and Director & Group HR Head

# *(Business Revenue - 1000 Cr., Manufacturing: 6 Operation, 1800 Employee Base)*

**Number of Reportee: 10**

# Countries: Kenya, Zambia, Zimbabwe, Mozambique, Uganda, Morocco & Russia

R J Corp is a 2 Billion US$ company with diversified business interest in Beverages, Fast Food, Ice Cream, Dairy Products, Healthcare, Real Estate and Education.

Devyani food Industries manufacturer & sells “Creambell” Ice Cream, one of the largest selling brand in the domestic market and also has large dairy & beverage business presence in East African countries with brands like “**Daima**”, “**Alive**”, “**Creambell**” and “**Aqua Clear**” and in Russia with brands like “**Goodness Farm**”.

  

**Other Business**:-

1. **Beverages: Varun Beverages Limited**
2. **Food Business: Devyani International** (Pizza Hut, Pizza Hut Delivery, KFC, Costa Coffee, Vaango, Food Courts & Lounge at Domestic and International airports in India.)
3. **Healthcare Business: Cryoviva** (stem cell processing & banking facility) & Diagnolabs (pathology for enhanced patient care)

**Key Responsibility -**

* **Monitored and evaluated the implementation of the HR work plans,** provided technical support for HR planning to management to ensure successful implementation and filling of the positions aligned with the priorities included in the Country Cooperation Strategy.
* **Reviewed, monitored & supported implementation of HR policies & guidelines** to ensure compliance of HR activities with Country specific policies, rules and regulations, procedures and strategies. Advice national and international staff in respect of benefits and entitlements, interpretation of HR policies and processes.
* **Appraising periodically the ability and performance of individuals**, recommend increments, promotions, transfers with view to identify their development and meeting their training needs.
* **Planning and organizing training & development programmes** and workshops in consultation with various departmental heads and consultants to create a culture of continuous learning; Devised an innovative and effective mechanism for training delivery called “Live Training Classroom”
* **Ensuring timely compliances** of statutory formalities under various labour legislatures i.e. Factory License, NSF, NSSF, Payment of Bonus, Minimum Wages, Contract labour (Regulation and Abolition) Act, Factories and Industrial Disputes Act, etc.
* Drive strong focus on employee engagement through various initiatives to align employee objectives with organisational objectives
* Overseeing identification and engagement with vendors/contractors, handling all contractual labor operations for the factory including relevant compliances
* Drafting contracts/agreements, proper acquisition and finalization of the contracts.
* **Maintaining harmonious workplace environment** through continuous and successful liaising with Employee Representatives and opinion leaders
* **Maintaining decorum and discipline in the workplace** through various mechanisms and practices such as supervision of drafting of Charge Sheets, Show Cause, Conduction of Domestic Enquiries, Grievance handling, counselling etc.
* Supervision of centralised amenities such as staff and workers canteen, security, arrangement for maintenance of computer, building and furniture, fire-fighting equipment, transport facilities for management guests and employees.
* **Organising health, safety and accident prevention activities**, sports activities and cultural programmes as well as annual excursion tours for employees
* **Liaising activities with various Ministries/ Govt., County Governor.**

**HR Consulting Assignment Feb 2015 – Jan’16**

HR Consultant with strong expertise in wing-to-wing HR management and organizational development, strategic HR processes, leadership development and employee engagement.

# WeInd Provider Solutions (Feb’15 – July’15)

* **BK Group** (*Quanta Analytics, Diduce Technology & Saroj Infracon*) **(July’15 – Jan’16)**

# HR STRATEGY

Involved in end-to-end developing and deployment of strategic HR processes and teams to implement tactical execution from:

* Hire To Retire (H2R).
* Source to Settle (S2S)
* Record to Report (R2R) – Automation and Talent Analytics

# HR BUSINESS PARTNER

Strategic Business Partner to Senior Business Leaders in IT, Sales, Finance & Other Functions. Work with the objective of aligning People Priorities to Business Requirements and to execute strategic and tactical plans in support of the company’s overall business direction and in alignment with the company culture and values.

# OD AND EMPLOYEE ENGAGEMENT

* Create and executing engagement plans for effective communication between the employee and the management resulting connect between employee and organization.
* Employee Counseling, Developmental Interventions, Grievance handling, etc.

# HR OPERATIONS MANAGEMENT

Managing end-to-end HR Operations in different geographies from On-boarding program to Exits, HR audit and Statutory Compliance, Compensation & Benefits, HR Costs & Budgets MIS Report, Performance Management, Policies and Processes standardization, Automation and Employee Grievance. Design and implement tangible Performance Management System and relevant reward mechanism.

**Panasonic India Pvt. Ltd (IMEA, HQ India) 1 Nov’13 – 8 Jan’15**

# Head - HRBP

**Reporting to: Head HR & Deputy Managing Director**

**Number of Reportee: 3**

**Key Responsibility -**

* Support & Partner with Leaders of various Service lines to agree and implement a people plan, which effectively delivers people capability and engagement.
* Design and implement Human Resource programs for New Joinee Orientation and Rewards & Recognition programs in line with Business needs (President Excellence Award & other Performance driven awards).
* Develop, establish and oversee the performance management process including goal setting, deployment of dashboards and performance appraisals along with creating of a Performance Improvement Plan for the Low Performers in consultation with the business Leaders.
* Plotting Manpower Plans for the Region & corporate in consultation with Sales & Service Line Head based on the Productivity plan.
* Partnered with BU Heads to design Succession planning framework in line with business objectives, for corporate & regions
* To gain consensus from the leadership team on the training plan for employees and in turn provide inputs to the central training team for development of the calendar and roll out of the same. To seek feedback of the program and provide inputs for further action
* Identifying the Key Exit Reasons and working out the Retention Strategy in association with Business leaders.
* Formulating and Implementing Employee Engagement calendar and driving the various people related initiatives for the Region, viz. HR Business Ambassador, Wellness Umbrella, Coffee with HR, Kwench Library Solutions, outbound activities, offsites & Family Day.
* Steering various forums like Open Houses, New Hire Partner Meet and Skip Level Meetings to come up with the Action Plan & Resolutions.
* Head Count Planning and forecasting; post discussions with the business leaders. Work closely with the leaders to meet recruitment needs in line with the business plan.
* Partner with strategic sourcing team to identify and apply best ways to find qualified candidates in predetermined sourcing channels, how to convert passive candidates, enhance network opportunities and to identify, develop and test ways to improve recruiting effectiveness, i.e. technology, social media venue, assessment tools and processes.
* Work on employer branding in the market and in order to attract the right talent to support business objectives.
* Support the business by managing cost reduction measures.
* Leading the Campus Placement Process right from planning to closure for MBA/Engineering/Graduate Campuses.
* Working directly with the MD and Directors on Core Business Initiatives.
* E3 Program – (Enhancing Employee Experience) – to enhance the experience employees receive during their interaction with career’s elements (e.g. firms, supervisors, co-workers, customer, environment, etc), which in turn leads to positive customer experience (work in progress).
* Worked closely with managers, directors & VP’s on Leadership Feedback Reports (180 and Org Climate) and assisted them to identify areas of strength and development and implement these insights into their performance development plan.
* To coach and provide a constructive feedback to people in order to retain them and resolve grievances.

# Notable Accomplishments:

* Introduced “Wellness Umbrella” whereby sessions on Health Tips by eminent doctors and dieticians are delivered once in a Quarter for the employees.
* Introduced “Kwench Library Solutions” in Head Office for the employees thereby giving the employees access to over 40,000 books across more than 40 categories ranging from management, self -help, fiction, non-fiction to classics, children, travel, yoga, better living and more. Employees order the books online and the book gets delivered to their workstations within 24 hours.
* Ideated and launched “Do You Know” & “Did You Know” Series whereby important people policies & astonishing facts are being sent to employees periodically through mailers to increase their awareness on people policies & certain facts**.**
* Have been nominated for “**Cost Buster Cup’14” &** won **“President Excellence Award – Q2’14”** in Panasonic for Cost Saving program & HR System Automation (Hiring Module, Exit & Transfer Module).



**Samsung India Electronics Pvt. Ltd (South West Asia – HQ, India) 17 Nov’08 – 31 Oct’13**

# Manager-HR

**Reporting to: Sr. Vice President-HR & DGM-HR**

**Role: Recruitments, Planning, Operations, Payroll, Compliance & Global Projects (PAN India)**

**Key Responsibilities -**

* + **Formulated HR Policies and Process from On boarding to Exits**: Managed the entire gamut of **HR functions** right from the time an employee walks into the organization till the time a person leaves e.g. Re-designed Onboarding program, Orientation Programme, Domestic & Overseas Travel Policy, Mediclaim Policy, Relocations & Transfer Policy, Voluntary and Involuntary Exit policy etc. Spearheaded HR audits, compile and prepare reports and documents pertaining to HR processes.
  + **Performance Management and Appraisal**: Lead performance management tools and work with employees to facilitate accomplishment of goal / KRA setting and development plans. Identify opportunities to fine tune the performance management process to best accommodate the needs of the organization. Maintaining Critical staff and running initiatives for their retention.
  + **Change Agent and Organizational Development** – Successfully collaborated and acted as a coach to business leadership team to facilitate organization and culture change. Acted as a catalyst for building Organizational Effectiveness within the business by programs like Manager Enablement, Performance Redesign Changes, Talent Review and Planning, Proposed Policy framework for Rehiring of critical staff.
  + **Employee relations:** Partnered with the business on developing solutions on Core Staff (key people) levers of retention, morale, connection, integration and motivation.
  + **Employee Engagement Initiatives:** Facilitated roll out of Engagement Survey and helped prepare attrition analysis. Executed & proactively took measures in resolving concerns that were highlighted in the Employee Survey (Satisfaction, Organization Culture, Engagement, Great Work Place)
  + **Manpower and Capacity Planning:** Worked closely with the key VP’s, Directors and BU lead in capacity and forecast planning for the business unit
  + **Compensation & Benefits**: Monitor, advice and evolve comp & bens for employees within annual review cycle and against evolution of business. Implement Rewards & Recognition programs beyond fiscal. Instrumental in Design, implementation & revision of sales incentive plan for all different Biz verticals to cater to Organization needs on regular intervals.
  + **Resource Management:** Worked closely with the BU leadership team to review sales forecast, anticipate staffing needs and identify client delivery personnel to meet those needs. This was highly challenging as it required bringing about a balance in people and business needs.
    - Interviewed individuals regularly to determine skills, abilities, knowledge, project experience, travel restrictions, and in building relationships with Samsung people.
    - Job Evaluation to enable objectivity in hiring, promotion & compensation processes
    - Proposed framework for Job Rotation within key positions
  + **Staffing Database Management (HRMS):** Ensuring HRMS (GHRP) is as accurate and up-to-date as possible. Also analyze & suggest modifications in the current system to run reports & present true info to senior leadership for undertaking important business decisions.

# Notable Accomplishments:

* Instrumental in developing business units of **Samsung Mobile, CE, IT Business, Enterprise Business, Health and Medical Equipment** & Support group across the level pan India.
* Have been active member of **GHR development & deployment** in India.
* Handled “**Global Mobility Program**” whereby employees identified & selected post rigorous process where deputed on different projects at emerging markets (Sri Lanka & Africa).
* Handled “**HR Compliance procedure & SOP’s**” for all new hires as well as for existing employee across Samsung subsidiaries in India (Technology Group, R&D Labs, factories & Sales) with **94% achievement**.

**Hewlett-Packard India Sales Pvt Ltd. HQ, India 9 Jan’08 – 13 Nov’08**

# Executive-Business HR (IPG & PSG)

# Key Responsibilities -

* + Understand, design & implement staffing requirement in lieu with Business Leaders consent , get approval as per aspire, draft specs, source profiles, line up & conduct interviews of short listed candidates, finalize & offer, on- boarding & induction.
  + Maintaining parity chart & deciding compensation of new Joiners.
  + Identify training needs across various functions, schedule and organize programs, pre and post session feedback, retraining needs etc.
  + Help to design function specific policies, ensure that standards are maintained, regularize workflow by constant evaluation and monitoring
  + Draft and incorporate Sales Incentive Plan for Sales Managers, strategize based on budget with inputs from the business leader.
  + Initiate annual appraisal & feedback procedure, compile and implement revision.
  + Conduct exit interviews, ensure smooth departure of resignees.
  + Validate and analyze employee records (online database), selectively generate and provide HR data if required by other departments.
  + Facilitate resolution of day to day HR issues of employees related to promotions, transfers, compensation, incentives, reimbursements, F&F settlement, contract renewals, etc.
  + SPOC for employees of 2 Business Groups.



**Conexant India Pvt Ltd. (Noida) 15 Jan’07 – 5 Oct’07**

# Executive-HR (Generalist)



**VGL Softech Ltd., Jaipur 10 Jan’’05 – 12 Jan’07**

# As Sr. Executive-HR (Generalist)

**PROFESSIONAL QUALIFICATION**

# Master’s Degree in Business Administration (05), Graphic Era University, Dehradun (Uttarakhand).

# Specialization: Human Resource (Major)

# Bachelor of Management & Information Technology (02), Graphic Era University, Dehradun (Uttarakhand).

**REFRENCES**

On request

**PERSONAL DETAILS**

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DOB: April 17th, 2018

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