**SHANTAM SHARMA**

**Mobile: 08080832100 / 09321832100 E-Mail:shantams@hotmail.com**

Senior Management Assignments in Human Resource & Compliances with a reputed organization where my seasoned and varied experience of 19 years is utilized.

**Competencies:**

Contract Management System Leadership & Strategic Management

Labour Laws Implementation Policy, Process Design & Implementation

Statutory & Legal Compliances Talent Acquisition & Retention

Employee Relations & Welfare Performance & Talent Management

Merger & Acquisition Compensation & Benefit Management

Government Liaising and Network Six Sigma Deployment

Culture Transformation Training & Development

Change Management Audit & Investigation

Contribute and provide the organization competitive advantage on cost, quality, productivity and resultant profitability & growth on one hand and high level sense of belongingness, retention & high morale of employees & other stakeholders on the other hand.

**PROFESSIONAL SYNOPSIS**

* A mix of Research, Teaching and Practicing HR Management Professional. Enabled generating results during corporate career journey. Academically **M.Phil (Personnel Management), MSW (Personnel Management & Labour Welfare), LL.B, MA (Public Administration)**
* Active Participation in Professional Forums – **CII, NHRD, NIPM** etc
* Proficient at maintaining cordial business relationship with various Government bodies at all levels and external agencies for Industrial Relations/Human Resources & Public Relations matters.Sensitive Liaison in bureaucratic and political society
* Statutory compliance and liaison with statutory bodies&external agencies.
* Experience in Recruitment, Competency Development, Performance Management, Training & Development, formulation & implementation of HR systems and policies to meet strategic objectives.
* Hard working, committed, go getter, result oriented and creative HR Professional with in-depth understanding of human behaviour, Group Dynamics and realities of today’s business and its relationship with Indian Labour Laws.
* Closely collaborated with the teams in culture building, formulation & implementation of human resource system and industrial relation practices as per business need..

**CAREER**

**A2Z Infraservice Limited June’ 12 to till date**

**Vice President (Head– HR, Compliance & Quality)**

**Responsible for HR, Compliance & Quality – To Cater HR need for 14K employees across India.**

Responsible for entire gamut of Human Resource Management:

Corporate Governance Policies & Regulations Attending Legal Matters

Ensuring Compliance under Labour Laws Recruitment & Retention

Performance Management Integrated Quality Management System

Managing Statutory Trust Job Analysis & Evaluation

Compliances Audit, Investigation & Management Training & Team Development

Liaison with Government Agencies, Local Community for smooth implementation of Acts and Lawlike Employee Provident Fund Organisation, ESIC, Central & State Government Labour Department, Municipal Corporation, Welfare Commissioner, Factory Director, etc,.

**A2Z Group** is one of the fast growing enterprises on the Indian business horizon. Initially The Group began its operations in Facility Management Services (FMS) and later entered the Engineering, Procurement & Construction (EPC) business. Group diversified in Power Generation, Transmission and Distribution Sector as an EPC player and Waste Management.

**A2Z Infraservices** Limited provides back-end management services for efficient functioning of shopping malls, airport, multiplexes, corporate and business establishments like housekeeping services, security services etc., and upkeep of railway trains and stations to provide transportation services.

**Reliance Communications Ltd., Mumbai Sep’07 to Sept’11**

**General Manager**

**(Joined as Deputy General Manager elevated as General Manager in January 2009)**

**Accountabilities**

* Developed & implemented the policies and procedures for corporate governance
* Design and Delivery of training programs related to laws and regulations for employees and external third parties.
* Implementation of Quality Management System & Assuring high process adherence through audits.
* Developing the business dashboards and review mechanism for KPIs.

**Notable Credits**

* Successfully initiated Six Sigma Gallery / instant rewards / sharing of knowledge for improving employee morale and engagement.
* Trained around 400 employees on Process Improvement, Team Development, Dash Board etc
* Actively involved in designing training modules, Content Development/Planning /handouts / presentation.
* Instrumental in Conceptualizing, designing and delivering workshop on "Quality for HR Professional".
* Played a pivotal role in devising dashboard & facilitated knowledge sharing.
* Effectively carried out the cross-functional review for creating synergy in between Business Team.

**Bharti Airtel Ltd., Mumbai July’06 – Sep’07**

**Manager – Functional Black Belt Human Resource**

**Accountabilities**

* Served as the Owner of all management information related to non-financial aspects and initiate corrective and preventive measures for Human Resource Function. Driving Continual Process Improvement in HR Functional Area.
* Deliver Knowledge sharing sessions&continual benchmarking (internally and externally) on non-financial parameters related to HR.

**Notable Credits**

* Instrumental in implementing QMS..
* Played a pivotal role in deployment of Balance Score Card&Established HR Score Card

**Bharti Airtel Ltd., Madhya Pradesh, Chhattisgarh & Uttar Pradesh Sep’98 – Jul’06**

**Manager – HR**

**(Joined as Executive - P&A, Promoted to Sr. Executive, Assistant Manager & Deputy Manager)**

**Accountabilities**

* Successfully coordinated the personnel, administration, training & human resource development activities.
* Instrumental in Man power planning, Recruitment & Induction for the Project & O&M phase. Successfully prepared role directory.
* Effectively assured compliance of statutory requirement under various labour laws in coordination with Local Administrative Authorities.
* Advising under above mentioned acts, Filing Returns under various labour laws, Attending Inspections.Drafting reply letter for inspection note, show cause notice etc, Attending summons in the Courts. Liaisoning with Govt. Authorities, Liaisoning with PF, ESI, Lab. Commissioner Office.

**Notable Credits**

* Led training or counselling initiatives for individual employees to delight customer – Need Identification & Analysis, Organising Training as Annual Training Calendar, Identification of Trainers and execution.
* Implemented culture building initiatives like open house sessions, monthly internal customer supplier interactions, team building, etc.
* Initiated quiz competition / other initiatives for employee and their family members’ welfare.

**Monnet Ispat Ltd., Raipur (Chhattisgarh) Sep’94 – Sep’98**

**Personnel Officer**

**Accountabilities**

* Instrumental in Preparation of Standing Order, Personnel Polices, HR Manual and On site Emergency Plan, Provident Fund, Contract labour, etc
* Initiated welfare initiatives for employee and their family members.

**Notable Credits**

* Successfully coordinated the Recruitment and Establishment – Employee Benefit Administration.
* Effectively assured compliance of Factories Act, Contract Labour Act, Workman Compensation Act and provisions under other labour laws in coordination with Local Administrative Authorities.
* Smooth Liaison with Factory Director, Labour Commissioner (Central & State) and PF & ESIC Authorities.
* Attending Summons in the court and with authorities under various labour Act.

**PROFESSIONAL ASSOCIATIONS**

* Jury Member for Chhattisgarh Human Resource Excellence Award organised by CII.
* Life Member of National HRD Network, Hyderabad& National Inst.of Personnel Management, Kolkata.Published an article in NHRD.

**PROFESSIONAL ENHANCEMENTS**

* Black Belt – Six Sigma.
* Systematic Inventive Thinking (SIT).
* Internal Auditor Programme.
* Team Building, Creative Working & Transactional Analysis.Performance Review.
* Growing Together: Spring Board for Performance Excellence.

**ADDITIONAL PROFESSIONAL ENHANCEMENTS**

* **Certified Six Sigma Black Belt**
* Champion in developing culture of continual improvement & deployment of ISO 9001:2008.
* Recognised & awarded as Best Black Belt by I Six Sigma Magazine (USA) in Sep’07.

**ACADEMIC QUALIFICATIONS**

* M.Phil. (Personnel Management, Environment Education & Research) fromDr. Baba Sahib Ambedkar National Institute of Social Science, Indore in 1993.
* M.S.W. (Labour Welfare & Personnel Management) from IndoreSchool of Social Work, Indore in 1992.
* LL.B. (Labour Laws) from Pt.RavishankarUniversityRaipur in 1997.
* M.A (Public Administration) from Pt.Ravishankar University Raipur in 1994.

**PERSONAL DOSSIER**

Date of Birth: 17th June, 1968

Address: Flat No. 1302, Building No. 1, Chamunda Classic Apartment, Infront of Thakur Mall, Dhaisar Check Naka, Mera (East) – 401104, Thane, Mumbai