

VIPUL MOHAN TYAGI**E-Mail:** vipul1290@hotmail.com**Phone:** +91-9541321144<http://linkedin.com/in/vipul-tyagi-50477837>

Achievement-driven professional targeting assignments in **Human Resource Management** with an organization of repute in **Manufacturing/Automobile Industry**

PROFILE SUMMARY

- A professional with more than **6 years of experience** in **Techno commercial management functions**; working as an
- **HR Generalist** with **Shivam Autotech Ltd (A Hero Group Company)**
- In-depth knowledge of implementing innovative path-breaking HR initiatives to streamline processes and capitalize on organizational growth opportunities.
- Conversant with Human Resource Management, Operations Management, Enhancing Business and Management Skills (Personal Development, Research Skills).
- Proficient in application of engineering tools like AutoCAD & PRO -E; excellence in designing and modifying various model frames, assembly & drafting of Automobile parts/ accessories.
- An effective leader with excellent communication, negotiation and relationship building skills.

CORE COMPETENCIES

Recruitment & Selection
HR Generalist Affairs
Due Diligence & Compliances

Operational Excellence
Process Enhancement
Organizational Development

Reporting & Documentation
General Administration
Automotive Product Designing

ORGANISATIONAL EXPERIENCE

Nov'16 Till Date with Shivam Autotech Ltd (A Hero Group Company), Corporate Office as Sr HR Executive Reporting To AGM- HR & A

Key Responsibilities :-

- **Key leader in Implementation of HRMS** and imparting training for all modules to the core users as well as the end-Users within six months. **Troubleshooting for all the HRMS related queries** from all plants.

Performance Management

- Initiating PMS processes and horizontally deploying them across all (departments) for all the manufacturing plants.
- Goal-setting (**KRA**) of functional heads aligning them with organizational objectives, linking them with the PMS and managing goals of the employees as per the discussion with corporate HR head and business head.
- Identifying the competency gaps and implementing training & development programmes to fill the gaps.

Recruitment

- Looking after recruitment activities for the organisation, includes planning according to the business plan.
- Managing campus placement drives, handling end to end recruitment vertical through outsourcing as well as inhouse sourcing.

Organisation Development

- **Streamlining HR Processes** through various intervention techniques like team building, process consultation.
- Responsible for various **focussed improvements projects** under **Business Excellence and TPM**.
- Sensitizing the employees (blue collar and white collar) for the new policies and reducing the resistance by counselling.

HR Process Improvement Projects

- **Formulating and amending HR Policies** related to plant as well as corporate functions.
- Preparing **annual manpower planning budget** and aligning the same with the allocated funds
- **Manpower optimization** across all plants and continuous monitoring the optimized numbers through respective process owners and giving the technical inputs. Reporting Monthly MIS for **Budgeted Vs Actual manpower** for the group after correlating with sales number to the management.

EMPLOYEE / INDUSTRIAL RELATION

- To keep continuous and cordial contact with workers/employees with a view to help redress individual complaints, maintenance of cordial and harmonious industrial relations, front line role in day to day Grievance handling and employee Discipline.

- Assist Production Department in planning and allocation of employees, to watch IR with a view to using his influence to promote maximum effective utilization of machinery for joint consultations for day-to-day problems.
- Conducted wage survey and data compilation from similar and regional industries.
- Experience of negotiation & wage settlement discussions with the union.
- **Disciplinary Action: Implementation of standing orders, Preparing Charge Sheet/Show cause Notice /Suspension Letter, Conducting Domestic Inquiry, Submission of enquiry report, preparing & implementing orders for different types of punishment.**

Employee Engagement Activities

- Initiating and implementing Employee Engagement activities like KAIZEN Awards, FIP 's best achiever award,.
- Imparting training on Fire/safety, 5S, TPM (HR related Pillar) to white collar & blue collar employees.

Sep'15-Oct'16 with Max Smart Super Specialty Hospital (Erstwhile Saket City Hospital), Delhi as HR Generalist – Reporting AGM – HR

Key Responsibilities:

HR Generalist Affairs

- **Shouldering the responsibility of:**
 - Handled **recruitment** of Staff (including support) clinical as well as paramedics.
 - Maintaining various trackers such as contract expiry date tracker for doctors and tracker to monitor the expiry of state registrations of doctors, nurses and other paramedical staff applicable as per law and verification of doctor's credentials
 - Reviewing goal-setting sheets & linking with the PMS for the final appraisal ratings.
 - Analysis of Manpower Budget and Attrition Analysis
 - Addressing the grievances related to Company Policies as separation and leaves
 - Maintaining entire employee life cycle From Receiving manpower requisition till full & final including post separation activities (PE withdrawal, settling their dues/ Clearances).
 - Supervising Statutory Compliance i.e. UAN activation, Updating the KYC details and ensuring timely submission of PF and ESIC returns

Training & Development

- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies
- Maintaining MIS reports of training & recruitment data for Management business review
- Conducting trainings for improved productivity & quality enhancement; partnering closely with the learning team to work on assessment centres, leadership development, etc.

Employee Engagement

- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations
- Sensitization of employees on prevention of sexual harassment and other policies
- Executing employee services like:
 - Handing over temporary cards of employee, visiting cards, sending the data for doctor's stamp to the quality team and details for the doctor's inclusion or modification in HIS
 - Pre-employment & annual medical health checkup of the employees

Nov'11-Aug'13 with Amtek Ring Gears Ltd., Gurgaon as Engineer Reporting to AGM- Engineering

Key Responsibilities:

Designing & Planning

- Prepared, reviewed & updated 3D modelling & drafted automotive components, provided technical assistance to members and reviewed work for compliance of customer standards
- Managed the CAD software installation that includes system configuration, testing, resolving complex technical issues, implementing upgrades and providing technical support to the end users

Operations & Maintenance

- Planned & effectuating preventive / condition based maintenance schedules of various machinery and equipment to increase machine uptime and equipment reliability
- Identified areas of obstruction / breakdowns and took steps to rectify equipment through application of troubleshooting tools

Project Management & Execution

- Developed project baselines, monitored and controlled projects with respect to cost, time over-runs and quality compliance to ensure satisfactory execution of projects.
- **Successfully Executing Projects like- Analysing Engineered V/S Actual Process Cost, Reduction of cost incurred in bottleneck process, BOS Chart preparation based on the quarterly performance.**

Highlights:

- Successfully drafted **RFQs**(Costing Sheet for the New products)
- Managed **APQP** and **PPAPs** Framework for developing automotive products
- Prepared, managed and updated **various documents** as per **TS 16949:2009** by successful TS audits
- Conducted Lean Manufacturing by implementing **FIFO** in Heat Treatment Line
- Executed the project management functions for **Six Sigma Green Belt Training Project**, through the implementation of cost reduction and process improvement techniques
- Implemented **Poka Yoke** Technique for controlling the rejection of the product by improving the machine parameters

ACADEMIC DETAILS

- MBA(HR) from National Institute of Technology, Department of Business Administration, Kurukshetra in 2015(scored 7.2 cgpa i.e. 65% marks)
- B.E. (Mechanical Engineering) from ManavRachna College of Engineering, Faridabad (MDU, Rohtak) in 2010(scored 63% marks)
- 12th from Gita NiketanAwasiyaVidyalya, Kurukshetra, CBSE Board in 2006(scored 64% marks)
- 10th from from Gita NiketanAwasiyaVidyalya, Kurukshetra, CBSE Board in 2004(scored 79% marks)

ACADEMIC PROJECTS

MBA

- Worked on following projects:
 - Impact of Compensation on Employee's Performance(Research Methodology), Apr'14 (Appreciated by the HOD)
 - Study of Psychological Contact and Work Attitudes among the Employees of Selected IT Companies, 2014

B.E.

- Successfully completed project titled "To Design and Fabricate an Electric Car" in 2010

TRAININGS

- Successfully completed six weeks Industrial Training(B.E.) on:
 - **"Manufacturing process of H4/HS1 line in Production department"** with Phoenix Lamps Pvt. Ltd., Noida in Jun'08
 - **"CFL line"** with Halonix Ltd., Noida in Jun'09
- Attended trainings for:
 - 3 weeks with Fortis Hospital's Corporate Office, Gurgaon on **'Manpower Budgeting and Planning'** in Dec'13
 - 6 weeks with ShivamAutotech Ltd., Human Resources department on **Competency Mapping** in Aug'14
 - Six Sigma Green Belt from ISI, Delhi

IT SKILLS

- Microsoft Office(All Versions) and Outlook Express and Internet Applications
- AutoCAD & PRO-E (Tool)
- Minitab and SPSS (Software)
- RAMCO – (HRIS)
- SAP

PERSONAL DETAILS

Date of Birth: 4th October 1989
Languages Known: English & Hindi
Mailing Address: H.No. 1430/13, Urban Estate, Kurukshetra-136118, Haryana
Salary Drawn: 5.5 lpa

Date:-