

Amit Anand

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Summary

- ◆ **Professional in Human Resources (PHR) & Administration** offering a **12+year** of commendable success in diverse fields such as **BPO/ ITES, IT, and Manufacturing (Automotive and Components) industries with International Projects in APAC & Middle East (countries like UAE, Bahrain, Saudi Arabia, Qatar, Kuwait).**
- ◆ Extensive background in HR affairs including Recruitment, Employee Relations, Training Programs, Performance Management and Team Management
- ◆ Proficient in managing modern HR Systems and deftness in maintaining harmonious employee relations by building strong culture and imbibing values of the organization
- ◆ Skilled in handling complete recruitment including resourcing both internal & external manpower, evaluating the required skills, identifying the possible sources and negotiating & fitting them into the system
- ◆ Expertise in executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization
- ◆ An innovative, loyal & creative professional with strong planning, communication, analytical & negotiation skills.

KEY SKILLS

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|----------------------------|---------------------------------|-------------------------------------|
| ◆ Staff Recruitment | ◆ Retention | ◆ Orientation & On-Boarding |
| ◆ HR Department Startup | ◆ Employee Relations | ◆ Grievances Handling |
| ◆ Employment Law | ◆ Forecasting Budget | ◆ Training & Development |
| ◆ Mediation & Advocacy | ◆ Benefits Administration | ◆ Performance Management |
| ◆ HR Policies & Procedures | ◆ HR Program/Project Management | ◆ Organizational Development |
| ◆ Facility Management | ◆ Vendor Management | ◆ Transport and Building Management |

PROFESSIONAL EXPERIENCE

Exposure International Group(Part of Gallure Group W.L.L)

Leading MNC of Bahrain, having 14 different line of business including, Retail, Banking, Automobile, Software & Hardware, Construction, Restaurants, Hospitals, Publication, in GCC Countries' (Bahrain, Saudi Arabia, Oman, Kuwait, Dubai & Abu Dhabi with operations in India & China.

Designation: Group Manager HR & Administration (Admin and Procurement)

Location: India & Bahrain

Tenure: Sept'13 to till date

Trelis International — Noida

Leading ITES/BPO & Software service provider Company employing, 5000 professionals.

Designation: HR. Manager,

Location: Gurgaon, Haryana

Tenure: Nov'10 to Sept'13

Growth Path:

November'10- January'12: Assistant Manager HR

January'12 - September'13: Manager HR & Administration (Admin + Purchase)

Wipro— New Delhi

Leading ITES/BPO & Software service provider Company employing, 5000 Professionals.

Designation: HR. Asst. Manager,

Location: Gurgaon, Haryana

Tenure: Sept'06 to Oct'10

Growth Path:

January'08 - Oct'10: Team Leader HR

September'06 - December'07: Sr Executive HR

CORE COMPETENCY

A. Human Resources Interventions

→ **Overall responsible for the complete gamut of HR Functions** including Recruitment, Resource Planning & Development, Job Analysis, Job evaluation, Talent Sourcing, Budgeting, Business Plan and Recruitment based monthly report for Internal and Overseas Division.

- Responsible for final interview, test and select employees to **fill vacant/new positions**, coordination of manpower planning, selection in line with culture & practices as per staffing requirements under the strict control of written SOP / Guideline / Recruitment Policy. **Campus recruitment** (visited IIT, Delhi, Banasthali University, Jaipur, Fore School of Management and IMT Ghaziabad etc.)
- **Designing, Formulation of Employee oriented HR Policies and Organisational Development Policies** including modification, amendment, and updating of the running policies time to time and effective implementation of various compensations plans such as reward & recognition schemes etc.
- To develop **Job Description & Specification, KRA/KPI, Skill Matrix, Employee Retention Scheme**, Employee Engagement Plan, Succession Planning and Fast Tracking for various positions in the organization for maximum resource utilization.
- **Compensation & Benefits Administration** - Benchmarking Salary and advising management in case of market corrections.
- **Performance Management System** - Responsible for performance appraisal system and ensuring its implementation and modifying it in line with company targets. To administer performance review program to ensure effectiveness, compliance, and equity within company
- Employee separation, **exit interviews to determine reasons behind separations**.

B. HRIS

- Develop & maintain Human Resources System that meets Top Mgt Information requirement
- Write and deliver presentations to Top Management on the HR policies & procedures

C. Administration

- Responsible for managing the entire gamut of Administrative functions including Employees welfare & development, Corporate & Public relations, Housekeeping, Facilities Management, Security & Safety systems, Infrastructure Development, Communication system, Procurement of goods & services, Out-sourced contracts, Travel, and Transportation. Liaison with Govt. and other institutions, Statutory Compliances, Branch/Project Offices co-ordination, etc.
- Formulation and implementation of HR Policies, Processes & Systems, Manpower Planning, Managing the entire process of recruitment, Campus Placement, Induction & Orientation, Assessing the Training requirements, Rewards & Recognition, Introduction of Employee Hand Book / HR Manual (Benefits & Policies), Preparing Organisation program, HR MIS, etc.
- Managing the Leave Administration, Attendance Administration, Medical, LTA, Bonus, etc. Designing CTC & Incentive structures.
- Responsible for Statutory Compliances.
- Implementing cost control measures for reducing operational cost & improving bottom line performance.
- Responsible for organising Events, International & National Seminars, Conferences, Press Meets, Roadshow, Fairs & Exhibitions and also Corporate Training programs

D. Training & Development

- Supervising staffing, recruitment, induction program, contract negotiations, discipline, policy & procedures, and retirement program for employees
- Planning & conducting new employee orientation to foster positive attitude towards organizational objectives
- Handling a team of 1000 Contract People, 400 Unionized Workmen & 50 Executives
- Conceptualizing & developing training & development initiatives for improved productivity, capability building, and quality enhancement
- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies
- To coordinate training & ensure the ISO documentation on the training
- To design & conduct modules for T&D including the Yearly Profit / Business Plan
- Training needs analysis and coordinating training needs in line organization goals.

E. Personnel, Legal, Statutory Compliances, Industrial Relations & ER

- ❖ Good knowledge of various laws like **Factories Act, Shops & Establishment Act, ESIC, PF, Industrial Standing Order, Labor Law, Pollution Control Board and Fire Department etc.** fully conversant with **Statutory Compliances** applicable to overall function of the group for all monthly/quarterly/half yearly and annual challan and returns including Minimum Wages VDA revision and applicability under Bonus Act etc.
- ❖ **Salary Administration – Wage and salary administration including monthly payroll processing with proper statutory computation, ESIC & PF including Salary Slip (Pay Slip) distribution, Leave co-ordination, clearance and full and final settlement, to organize the payment of performance bonus, loyalty bonus, statutory bonus, profit participation, Odd Hrs. traveling compensation and various reimbursement under salary structure. Employee clearance up to Full and Final settlement with MIS presentation.**
- ❖ **Handling all IR issues in the company,** Issuing warning letters, Liaisoning with labor department, conducted Enquiry, dealing with internal Labourunion, implementation of Labour Laws, dealing including with Contractual Labour / Temporary / Casual / Adhoc Employees.
- ❖ **Welfare Activities Canteen Control, Arrangement of drinking water,** Arrangement of Transportation & Uniform, Organized Cultural Activities, Games & Sports etc. Employee Health First – Aid & Medical Checkup.
- ❖ **Court cases and legal matters for civil, Labour and Local Administration Courts.** Superannuation Trust Management, Gratuity Trust Management co-ordination with LIC for monthly MIS, Quarterly computation and payment refund etc. Insurance such as - Vehicle Insurance, Medclaim, Personal Accident and Group Term Insurance.
- ❖ Good knowledge of **QMS System like implementation of ISO, TS and OHSA-18001**

F. General Affairs

- ❖ General Affair-Administration -----> Management & Control of **Security arrangement, Housekeeping, Company Rent and Lease Agreement, Canteen** smooth functioning and enhancing associates participation in various committees like Uniform, Picnic, QC Circle, NGO Projects, Sports & Cultural etc.
- ❖ To take care effective implementation of Safety Health Environment Activities, Personal Protection Equipment, Fire Mock Drill Training, handling of Fire Hydrant and Fire Fighting Safety Equipments. Waste Management and Disposal of Waste as per the required norms. To take care and upkeep of ETP Plant and RO System Plant.
- ❖ Responsible for effective implementation and legal compliance of ISO 14000/TS/OHSAS related rules and regulation.
- ❖ Event Management and Arrangement of Events such as **Fest, Annual General Body Meeting, Sports, Festival Celebrations** events like Deepawali Pooja, Company Day, Tour & Travel arrangement, High Tea Parties, Ritual Ceremonies and Family get together to increase employee participation etc.
- ❖ **PR with Government Office: Embassy of Japan, Foreign Regional Registration Office, Electricity (UPSEB) / Delhi Vidyut Board (BSES), Date Factories Office, Department of Labour O/o Labour Commissioner, UP Pollution Control Board, BSNL, MTNL, Jal Board, Jal Nigam, Noida Authority, Noida Phase-II Industrial Association, RTO, Postage & Local Administrative Offices.**

EDUCATION & CERTIFICATIONS

- 1999– 2000 – Secondary Board – CBSE- New Delhi.
- 2001 – 2002 – Senior Secondary Board – CBSE – New Delhi.
- 2002 – 2005 – Bachelor of Computers (B.C.A) – JIMS- New Delhi.
- 2010 – 2013 – Master of Business Administration (HR) – Sikkim Manipal University.
- 2017 – Master of Business Administration (HR & IR) – Xavier Labour Relations Institute (XLRI), Jamshedpur.

PERSONAL INFORMATION

- Father's Name: Shri Lakshman Anand
- Date of Birth: 16th Oct 1983
- Language Known: English, Hindi, Punjabi.
- Nationality: Indian.
- Work Permit: Middle East – Bahrain.
- Driving License: Middle East – Bahrain, UAE, Saudi Arabia, Dubai, India