



Vishal Lal

Human Resources

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Skills

1. *Recruitments (Pan India-sales /Non Sales)*

2. *HR Operations*

4. *HR Policies & Procedures*

5. *Employee Relations & Grievance handling*

6. *Performance Management System*

7. *Training & Development*

8. *Employee Engagement*

Certification

1. *Certification in Recruitment*

2. *3 Month Training in Head hunting and Social Media Hiring-(Adecco India Pvt Ltd.)*

3. *3 Month Training in ERP-Software Hirecraft.*

References

Will be furnished upon request.

Summary

A dynamic & innovative professional with over **8+ years** of rich experience In Human Resources.

One Year Advance Program In Human resources Management From IIM-L
Enthusiastic, results oriented HR professional with extensive experience in planning and directing Support all areas of Human Resources that includes but is not limited to: benefits, compensation, employee relations, on-boarding, performance management, policy & procedures, recruitment, involvement in supervision & training.

Work History

April 2018 – Asst. Manager- HR (Regional HRBP)

Present Creambell (Devyani food Industry Ltd)



Responsibilities: Worked as Regional HRBP North for Ice Cream, Dairy (PAN India) and Confectionery, having more than 500 employees in North & more than 200 Off-roll employees in North

Business Partnering and Talent Management: End-to-end employee life cycle support including Staffing, HR Assimilation Program for new fresher & lateral entrants, Talent Management, Talent Reviews, Performance Management, Driving of processes like Appraisal, Promotion, Salary Revision and Incentive Cycle, HR Facilitation processes, Grievance & query handling, etc.

- **Staffing:** Forecasting and hiring adequate sales & support team members for effective business operation
- **New Hire Induction:** BU specific induction & onboarding for New hires while ensuring smooth assimilation.
- **Change Management:** Facilitate Career change initiative for members in BU (Role change, Skill profiling, Role Development Plan, Relocation, etc.)
- **HR Analytics:** Create different reports (monthly) for BU, completing recruitment & onboarding of new hires, maintaining proper employee data in HRIS
- **Program Management:** Facilitate complete employee development cycle from goal setting to appraisal
- **Employee Engagement:** Conceptualizing, Developing and Implementing Employee Engagement Activities like Open Forums, sessions & celebrations with differently-abled staffs, festival celebrations and other monthly & annual activities
- **Business Partnering:** Partner with business unit/division in delivering corporate and divisional HR policies and programs (Partnered with HOD & senior management to strengthen the performance driven culture)
- **Monthly Attrition Analysis:** Preparing Attrition Report for North territory and discussion with HR Head and Sales Head.
- **Payroll & Exit:** Coordinating with Payroll for monthly salary by providing manpower data, ensuring smooth exit of employee from organization, conduct exit interviews.

Dec 2014 – Asst. Manager- HRBP

April 2018 DS Group



Catch Spices and PassPass Division.

Major Responsibility: - (Talent Acquisition, Performance Management, Employee Engagement, ESS, T&D and Attrition Analysis)

- Supporting to Head HR in Activities Like-(Manpower budgeting and planning, Recruitment Strategies, Formulating policies Like- Domestic Travel, Loan policy, Star Performance guidelines and, new initiative Activities (DSG Mobile APP – Online Documentation System- and Online Interview Assessment Systems for Sales Department)

Talent Acquisition:

Talent acquisition for Pan India including the requisition process, sourcing, application Process, screening and interviewing, employment offers, and notification of non-selection

Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization

Builds a quality relationship with the internal customers and external recruitment agencies

Monitors and constantly reduces the costs of the recruitment process

Sets the social media communication strategy for different job profiles and functions in the organization

Conducts job interviews for the managerial job positions (or key jobs in the organization)

Manages and develops the team of Recruiters

Acts as a single point of contact for managers regarding recruitment topics

Doing manpower planning by maintaining a balance between the standard force and men on roll.

Managing the recruitment cycle from start to end i.e. initial screening, scheduling interviews, conducting interviews, offer negotiation, salary fitment, inducting an employee, analysis based on psychometric tool-PDP for Person-Job Fit.

Levels of Recruitment handled: From Frontline to Sr. Management level (* **only scouring andm Coordination are involvement in SR. Management Hiring**) **Hiring TAT – Sales Team** – 15 days, Office team/Executive– 30 days, **Manager & Above** – 45 days, **Non Sales** –25 days, till Middle Level, **Manager & Above -45 Days.**

Attrition & Retention

Attrition Analysis on quarterly basis & annual basis.

Calculating & Highlighting Region wise/Product Wise & Quarterly trend in attrition.

Whistle blower on employee issues. Employee feedbacks received through surveys are

Immediately shared with respective Head HR and Business Head for timely action.

Ensuring Exit interviews are done on timely manner & feedbacks are shared with respective heads.

Stakeholders Management & Business Partnering

Working in close coordination with multiple stake holders & Business unit heads based across multiple geographies.

Vendor Management:

Handling Approx. 300 Off roll employees (PSR)

Coordination with the Agency's for Manpower feeding, Joining, LOI, F&F, timely payout and for employees Grievances.

Maintained the Vender Invoice, Cross check the invoice before sending to Account dept.

Handling vendor hiring and negotiation according to our company policy.

Responsible for the payroll process in coordination with third party payroll vendor. Keeping a track and meeting the statutory Requirements and deadlines (Gratuity, PF, ESI, and other related compliances)

Induction, Orientation & Employee Engagement:

Ensure effective induction & completion of entire joining formalities of new employee (in compliance with SOP). On boarding & Orientation for new joiners about Organization's culture, climate, hierarchy, vision and mission statement and Quality policy.

Prepare the Annual Employee Engagement Calendar and Plan for Monthly Events Accordingly

To develop new and innovative ways to engage with employees including seeking and acting on their feedback to identify the most Effective methods.

To provide approachable and professional support to employees by phone, email and in person on all employment matters or Personal issues that may be impacting at work.

To perform a buddy support role for new recruits to the Group. Engaging with them on a regular basis during their first days, Weeks and months with the Organization and acting on any areas of concern.

To send out Quarterly Employee Surveys to all employees and to collate responses and develop an action plan for improvement.

To work with the Group Sales Manager and Area head to improve the overall employee experience

New initiative in Engagement Activities for Sales Team:

Fundoo 2nd Saturday (for all Sales Employees), a Reward system for Achiever of the Month, Birthday Celebration, (with half day leave) Star Performer Award etc.

Performance Management Systems:

Responsible for coaching the managers for performance management. Administer and execute the performance review cycle (midyear, year-end reviews)

Involved in preparation of KRA & KPI (aligned with BSC) for employees across different business verticals process owner for all the Performance management process across function and sub-offices.

Recommendation for Promotion and salary corrections, Conduct comparisons, Preparation of final calculation sheet, Active Presence with HOD's while communicating employee's performance appraisal and record the discrepancies if any.

Training and Development

Training Need Analysis (PMS, ESS, and Mid Year Review)

Pre and Post Training Evaluations

Takes overall responsibility for training delivery and evaluation of training effectiveness

Conducting job evaluation surveys and maintaining the Training Calendar as per plan.

Liaising with HOD and interviewing employees at all levels to identify and assess training and development needs

Seeks approval from departmental / business line heads to ensure availability of personnel for training on designated dates Delivering/overseeing the delivery of training to individuals or groups of employees.

Coordination with internal or external trainer for Training

Ensuring employees receive statutorily required training

Notifies each participant about the training program before the scheduled commencement of training

Topics of Training Covered (sharpening sales skills, Seven Step of Sales, Demonstration skills, Behaviours of Leaders, etc)

HR Analytics/ Reporting

Actively working on Analytics and sharing reports on attrition, ongoing recruitment, employee Surveys (Settling in Survey) & Managers Surveys (Quality of Hire) with the leadership team.

Analysis of quarterly attrition and performing root cause analysis, detailed report is shared with Head HR and Business Head on quarterly basis.

Ensuring weekly dashboards are in place and can be shared with the HR and Business heads when needed.

DEC 2011 – Recruitment Consultant

Dec 2014 Adecco India Pvt Ltd.



Snapshot

End to end recruitment- (FMCG and Consumer Durable)

Sourcing resumes through various channels (Job Portals, Internal references, Database, Advanced Hunting).

Handling College Campus Drives and Job Fairs for Recruitment for Bulk Hiring, Screening the candidates on parameters like communication skills, soft skills, personality profile and attitude for the assignment after meeting the candidates and played vital role in final selection process. Follow up with the candidates. Working in ERP (Hirecraft) Handling 4 JR .Consultant and Management Trainee. Screening Resumes received from various sources on parameters specified by Organization. Database Maintenance i.e. methodically updating & maintaining records of no. of candidates selected i.e. offer made, date of joining etc. Joining formalities & Induction Salary and Compensation Induction of a new employee. Reference checks up and background verification, Salary negotiation, Payment Follow Up and Pay rolling coordination with payroll executive. Maintaining day-to-day issues at the client site PF ESI. Exit Formalities (Full and Final Settlement) Create and Maintain Personal Files of Employees.(HR MIS).

Feb 2008 – Executive HR

Sept. 2009 M/S R & Sons



Assist in recruiting new employees through sorting and sourcing resumes and scheduling interviews.

Manage a wide range of human resource related services and tasks on all aspects of daily operations. Compile, sort and file personnel records and reported data on employees.

Reason for Leaving: Further Education (MBA/PGDBM).

Qualification



APHRM – (One Year Advance Program in Human Resources Management)-IIM L(Noida Compass)2016-2017

MBA/PGDBM- Human Resources -NSB School OF Business- Jan 2010-12 Batch.(Regular)

BCA- Computer Application—St. Xavier's College (Ranchi University) 2006 Batch.

Achievement



DS Group: Best Hiring Award in 2016 for 99.6% Manpower Onboard Record.

Successfully reduced the Vendor Cost approx. 78.76 % with the help of internal hiring and Employee Reference.

Appreciation from **Executive Director** for 100% Manpower Feeding in South with 0% Attraction.

Shakti Bhog Foods Ltd :- Closed 80 Position In a 25 Days (Pan India) including Sr.VP- Snacks GM-Head(Biscuits) India and-Sr. VP- Export ,Sales Head and GM- Intuitional Sales In Dubai

Adecco India Pvt Ltd: - Awarded Employee of the months-Recruitment in AUG, OCT and DEC 2012 and 2013 (Jan, June and Sept)