**Amit Kumar Sharma**

(M) 08238029708/07500168667

[amittatachemicals@gmail.com](mailto:amittatachemicals@gmail.com), amitsana21686@gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Profile Summary:**

I am a professional with 6 years 3 months of experience and dedicated my career to Talent Acquisition, Talent Management Learning & Development, Employee Engagement and Organization Development in particular; as an individual I believe working in team & team performance. I have had consistent track record of excellent individual performance contributions towards my functional role & responsibilities.

My career is groomed with professional exposure and orientation to operational/commercial aspects of HR systems where I had an opportunity to utilize my functional knowledge into applications.

**Professional Synopsis**

**Essar Oil Limited, Jamnagar Gujarat**

**Deputy Manager-HR (Since 2nd** **September, 2013 to at Present)**

Essar Energy is a world-class, low-cost, integrated energy company focused on India and positioned to capitalize on India’s rapidly growing energy demand. Essar Oil have an established track-record and assets worth US$12 billion across the power and oil and gas industries.

**Roles and Responsibility:-**

I am currently tack care of the Talent Acquisition, Learning & Development, Performance Management, System Improvement, Change Management, Employee Engagement and Conceptualizing strategic developmental training plans at the organizational level to meet business training requirements.

Consistently sustained Stakeholder and Employee engagement efforts; responsible for audit and compliance of the HR & training process.

**\*Achievement –Project “People Management” under World Class Refinery for Competency Enhancement:-**

* Handled Project “People Management” under World Class Refinery, I was one of the key person to design and implement the portal at Refinery.
* Portal to bring to us a very user friendly Competency Mapping platform that enables us to integrate technical, safety and behavioral assessments at one location and give us real time data on the competency levels of manpower deputed in any unit.
* This portal will help us measure and record competency scores, levels and related data in an effective manner

**Learning & Development**

* Conceptualizing strategic developmental training plans at the organizational level to meet business training requirements.
* Identifying training needs through mapping of skills required for particular positions and analysis of the existing level of competencies.
* Competency Mapping for all levels designed and implemented as a part of Project **World Class Refinery**.
* Designing E-Learning Module at Essar & creating awareness session for employees.
* Co-ordination in organizing Internal/External training programs for the employees.
* Defining budgets/ financial parameters within which learning programs must be executed.
* Analyze the reaction feedback & effectiveness of training Program & presenting them to the top management.
* Creating Work order process for External parties with the help of Commercial/Account Department.
* Coordination for individual and group trainings within corporate function. Lead various MDP for middle and senior management.
* Develop suitable mechanism to monitor training effectiveness and implement the same for all key L&D interventions.
* Develop vendors for outsourced & cost effective training options.
* Organized Train the Trainer program for enhancing capability of internal faculties.
* Tie up with various institutions for organizing in-house MDP/Seminar/Workshop as identified under TNI.

**Talent Management**

* Identification of hi potential leaders and pro-active planning to groom and develop them in process.
* Managing Talent through - succession planning at various leadership levels
* Identified the Technical Panels for campus recruitment; conducted written Test for Technical & Aptitude and took HR interviews.
* Co-coordinating with employees for individual development goals, mid-year review and Final Appraisal review.
* Performance Management System process owner
* Preparing appointment letters and carrying out other joining formalities viz creation of email ids, ID card, HRIS code for new employees/ uploading leaves etc. and also arrangement of other requirements as per eligibility.

**Manpower Planning & Talent Acquisition**

* Manpower planning for Refinery Business with Technical/Support head for driving talent strategy across business verticals.
* Managing the complete talent acquisition lifecycle as per strategic business plans of Refinery business.
* Handling Campus hiring program for the region for building talent pipeline.
* Achieving staffing metrics and analysis to suggest improvements & reduce hiring costs and time to fill  
  Partnering with staffing team to monitor requisitions, attrition and drive employee referral.
* Creating appropriate resourcing strategy with respect to business growth
* Ensuring candidate care and employer branding through advertisements and university collaboration.

**Performance Management**

* Facilitating ON time goal setting/BSC process and conducting goal Audits for 100% compliance.
* Driving organizational restructuring through organization design & manpower rationalization initiatives, and facilitate their acceptance by the employees/staff across hierarchical levels.
* Deployment of PMS across levels and ensuring timely completion of goal setting & reviews.
* Coordination in end to end appraisal and review process.
* Timely completion of MID Year review for Refinery Employees.
* Impart training for appraisers and appraisees on the goal setting and performance management process.
* Normalization of ratings as per corporate guidelines.
* Timely Completion of Goal Seating/Score Card and Mid-year Review for all employees through e-compass online portal.
* Also part of Employee Promotion Process getting input from Interviewer and making a proper Promotional Development Plan for employees.

**Internal Process Improvement**

* Comply quality processes, internal & ISO Training audits & take course correction as required.
* Department ERIMS (Essar Refinery Integrated System) Coordinator, taking care of all Audit Points.
* Evolve and implement new approaches, practices and processes to improve the efficiency of HR services.
* Sole owner of HR process like Recruitment, Exit Interview, HR policies, PMS process
* Certified Internal Auditor for Energy Management System (EnMS 5001:2011).
* Certified Internal Auditor on Integrated Management System (QMS, OHSAS, EMS).
* Internal Process improvement by ensuring timely monitoring and up-gradation departmental objectives and procedure.
* Facilitate HR initiatives awareness programs for Essar employees.
* Certified 2 days Thomas PPA JOB(HJA) evaluation for Thomas profiling.(DISC Score)

**Employee Engagement**

* Managing various employee communication initiatives for proper integration with business objectives.
* Drive employee engagement initiatives like Employee Connect & First Impressions and HR Internal Customer Satisfaction survey.
* Developing various engagement plans to engage employees family members like- HR Club, Ladies Club, festival celebration etc.
* Review and analyze business unit engagement scores and providing inputs to Corporate HR.
* Interdepartmental activates for employees like Harmony, SAMPRAK, and MEL MILAP, Leadership Skills etc.
* Conducting quarterly Town Hall Session by Senior Leadership with different Industry expert.
* Having different Fun activities & other cultural activates within the organization.
* Conduct Employee Engagement Surveys for employees and contractors.

**Tata Chemicals Limited, Urea Fertilizer Unit, Babrala U.P (**[**Randstad**](http://www.randstad.in/) **India Payroll)**

**HR Executive (24th Jan, 2012 to 31st Aug, 2013)**

**Special Achievement:-**

* I have saved company’s 9 Lacs on recruitment through my recruitment Skills, during the period of my tenure with TCL, single position not given to any consultant I was the responsible for the same.
* Negotiated training cost with different External training Vendors.
* Appreciation got for saving company cost on training and recruitment by Internal sourcing and negotiation.

**L&D and Talent Acquisition**

* Ensured the campus recruitments are done seamlessly by coordinating with the Training & Placement Officers of various colleges across India and get better a preferred slot; delivered HR presentations on the campuses.
* Generation of Appointment Letters; conducted the induction trainings.
* Locate Source of Recruitment, Conduct Preliminary Interview.
* Preparing offer letter & fitment (salary structure) after the candidate is selected.
* Coordination in carrying out background verifications.
* Coordination in conducting induction of new joinees / to get the feedbacks.
* Identifying training needs through mapping of skills required for particular positions and analysis of the existing level of competencies.
* Co-ordination in organizing training programs for the employees.
* Analyze the feedback forms & presenting them to the top management.
* Entry in SAP for Training related Invoice & coordination with Account department till final payment.
* Having Expertise in SAP
* Coordination for individual and group trainings within corporate function. Lead various MDP for middle and senior management.

**Statutory Compliance**

* Providing ER 1 & Vacancy Notification to District Employment Officer on Quarterly Basis.
* Providing ER 2 Data to District Employment Officer on once in 2 years.
* To review implementation of systems and statutory compliance
* To guide HR Executives across the country in maintaining proper records and registers and submissions of returns under various labour legislations.

**General HR Function**

* Handling & Keeping up of Personal files & updation of Employee database system.
* Preparing absorption, confirmation, extending probation letter on the basis of performance.
* Preparing Pay roll data of employees for appropriate salary disbursement.
* Handled critical position recruitment by introducing new recruitment partners and improving TAT, quality of resumes.
* Provide support to Leadership Team on HR related matters, policies and procedures.
* Responsible for new employee orientation / induction across level

**New Era consultancy Pvt. Ltd**

**Assistant Manager- Resourcing (4thJuly 2011 to till 23rdJan 2012)**

New Era’s business is to understand organization’s talent needs and providing solutions for it through various unique and creative methods. Since 1993, we are serving Top-notch clients by leveraging both our technical and non-technical domain.

**Talent Acquisition/Recruitment:**

* Through Head Hunting, networking, Reference’s, usage of various job portals and existing internal & external database.
* Identifying the prospective candidates by taking their preliminary round of interview for positions at each level of hierarchy.
* Scheduling interviews of the short listed candidates with the client.
* Detailed understanding of resourcing life cycle through interaction with cross-functional teams.
* Interaction with the Telecom Panels to gain a detailed understanding of skill sets and pre screening of the candidate before setting up interview.
* Defining the Search Strategy

**Shramik Power Job Pvt. Ltd. Noida**

**Consultant –HR (May 2009 to Till June 2011)**

### *‘It is an Executive Search & HR Solution Company* based out at and Noida. It is operationally supervised by Customer Relation Management professionals and experts and place great emphasis on working with the clients as business partners with the highest standards of professional ethics and confidentiality.

**Talent Acquisition/Recruitment:-**

* Responsible for 'End to End' service delivery Process management for Talent acquisition [recruiting, staffing for our Employment Process Outsourcing projects.
* Interacting with Clients for Shortlisting, New Positions and Feedback.
* Sourcing the profile through Job portals, Postings, Personal Network, References, Headhunting, Shuffling the available database and validating them accurately.
* Thorough quality check on each profile, ensure that they meet all the necessary standards.
* Taking review meeting and Training session to improve the Annual Target of my team.
* Prepare tracker sheets to have clarity on the feedback for each profile.
* Build an effective and strong MIS system to keep the numbers flowing.
* Plan and design the salary bands with the current market synopses

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Degree** | **Institution** | **%age/CGPA** | **Year** |
| 1 | PGPM/MBA | Asia Pacific Institute of Management Studies, New Delhi | 3.5/4.33 | 2009 |
| 2 | B.Sc, Chemistry | MJPR University, Bareilly | 68% | 2007 |
| 3 | XIIth | UP Board, Allahabad | 68% | 2003 |
| 4 | Xth | UP Board, Allahabad | 48% | 2000 |

**Technical Knowledge**

* Operating System: - Windows 95/98 and Windows 2000, Windows XP, SAP, ERIMS etc.
* Official Package: - MS Office, Advance MS Excel
* Conceptual Knowledge: - Computer Based Applications

**Other Achievement**

* I Led the Botany tour programme for the batch in the year 2004.
* Won “Second” prize for overall performance in cultural events in college.
* I awarded “A” level certificate from participation in Robbers & rangers.
* I have also got Best student of the college award from “Brahman Sabha” in 2003

**Personal Details**

Father Name : Satesh Kumar Sharma

Date of Birth : 21st June 1986.

Marital Status : Married

Present Add : Royal Plaza, Jamnagar (Gujarat)

Permanent Add : Vikas Nagar, Chandausi, Bheem Nagar (U.P)

***Declaration***

I hereby declare that all the above-mentioned information is true and if given an opportunity to serve in your esteemed organization, I assure that, I will do my best to the utmost satisfaction of Organization

Date:

**(Amit Kumar Sharma)**